

# Active Policies

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## Community of Christ Onset Campgrounds

POLICY: The Non-Payment of Assessments by Homeowners

POLICY CATEGORY: Board – Fiscal Operations

DATE EFFECTIVE: 11/18/2006 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the assessments to homeowners on the grounds at Onset are paid while holding to the principles of the Community of Christ.

### **Such assessments are described as the following:**

- All town liens i.e., taxes, water, sewer, community preservation act fees and any future applicable fees enacted by the legally constituted municipality.
- All fees derived from the privilege of having a lot lease i.e., lease fees, trash removal, pest control, and any future fees as approved by action of the Onset conference.

### **Being in arrears with assessments is described as the following:**

The owing, by the homeowner(s), of all or a portion of an assessment beyond the due date as it appears on the assessment statement.

### PROCEDURE:

- 1) Upon notification by the Board's treasurer of a homeowner's non-payment of an assessment, two Board members will be selected to arrange a meeting with the homeowner(s).
- 2) The reason for the meeting will be two-fold:
  - a) to ascertain the need for any ministry or assistance that the Board may bring in order to aid the homeowner(s) in honoring their commitment as lessee(s).
  - b) to hand deliver a written notice of the total amount in arrears as well as the Board's procedural steps should the homeowner(s) account is not brought into balance.
- 3) When the total assessment in arrears reaches \$750.00 a letter will be sent via certified mail to the homeowner(s). The letter will list the total amount in arrears and the procedural steps taken by the Board to date.
- 4) When the total assessment in arrears reaches \$1500.00 a letter will be sent via certified mail to the homeowner(s).

- a) The letter will list the total amount in arrears and the procedural steps taken by the Board to date.
  - b) A meeting, with selected Board members and homeowner(s) will be arranged to explain that the homeowner(s) is in serious jeopardy of losing their lease.
- 5) When the total assessment in arrears reaches \$2500.00 a letter will be sent via certified mail to the homeowner(s). The letter will list the following:
- a) the total amount in arrears.
  - b) the procedural steps taken by the Board to date.
  - c) notification that legal action will proceed within 30 days of said letter's receipt if the homeowner's account is not brought into balance.

Date Created: 11/18/2006

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted / Superseded:

## Community of Christ Onset Campgrounds

POLICY: Payment Plans to Assist Homeowners with their Assessments

POLICY CATEGORY: Board – Fiscal Operations

DATE EFFECTIVE: 11/18/2006 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to assist homeowners and the Board of Trustees with the setting-up and maintaining of payment plans designed to aid homeowners to remain current with their assessments.

### **Such payment plans are described as the following:**

Any and all mutually agreed upon payment plans that are duly signed and dated by the Board Chair, Board Treasurer, and Homeowner(s).

### **Such assessments are described as the following:**

- All town liens i.e., taxes, water, sewer, community preservation act fees and any future applicable fees enacted by the legally constituted municipality.
- All fees derived from the privilege of having a lot lease i.e., lease fees, trash removal, pest control, and any future fees as approved by action of the Onset conference.

### **Being in arrears with assessments is described as the following:**

The owing, by the homeowner(s), of all or a portion of an assessment beyond the due date as it appears on the assessment statement.

### PROCEDURE:

- 1) Upon notification by the Board's treasurer of a homeowner's non-payment of an assessment, two Board members will be selected to arrange a meeting with the homeowner(s).
- 2) The reason for the meeting will be three-fold:
  - a) to ascertain the need for any ministry or assistance that the Board may bring in order to aid the homeowner(s) in honoring their commitment as lessee(s).
  - b) to hand deliver a written notice of the total amount in arrears as well as the Board's procedural steps should the homeowner(s) account not be brought into balance.

- c) to set-up a meeting with members of the Board's Finance Committee and the homeowner(s) at which time a payment plan will be constructed and agreed upon.
- 3) An evaluation of the plan and an agreed upon date for its implementation will be made by the Board's Finance Committee and the homeowner(s). The plan will be considered valid and implemented when signed by the Board Chair, Board Treasurer, and the homeowner(s).
- 4) The Board Treasurer will report, in executive session, to the Board of Trustees as to the compliance with the adopted plan by the homeowner(s).
- 5) If compliance with the plan is not upheld by the homeowner(s), the plan will be determined to be null and void.
- 6) Upon revocation of the plan or if an agreement on establishing a plan cannot be reached, a letter will be sent via certified mail to the homeowner(s). The letter will list the following:
  - a) the total amount in arrears.
  - b) the procedural steps taken by the Board to date.
  - c) notification that the Board has begun at step three of its policy on the non-payment of assessments in evaluating the homeowner(s) commitment to the Onset Campgrounds.

Date Created: 11/18/2006

Dates Reviewed: 6/22/2021- reformatted

Date Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Church Facility Rentals

POLICY CATEGORY: OBOT Managed Facilities

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the rental of church facilities are governed in such a way as to be equitable to the renter(s) while holding to the principles of the Community of Christ.

#### **Such facilities are described as the following:**

All specifically dedicated seasonal or year-round buildings, apartments, retreat center guest rooms, ball fields, beaches, tennis courts, volleyball courts, and basketball courts on the Community of Christ Campgrounds in Onset that are currently established or may be established in the future by action of the Onset Conference.

#### **Full seasonal renting is described as the following:**

Beginning May 1 and Ending October 1 all dates inclusive.

#### **Short term and Daily renting are described as the following:**

- Short term renting is greater than one (1) day but no greater than thirty (30) days.
- Daily housing rentals will begin no earlier than 1:00 P.M. and will end by 11:00 A.M.
- Daily non-housing rentals may not begin before 8:00 A.M. and must end by 10:00 P.M.

### PROCEDURE:

- 1) All requests for full seasonal rentals will be brought before the Board of Trustees for approval.
- 2) Before any request for a full seasonal rental can be approved, the potential renter(s) must submit a completed rental application, information sheet, and contract (as attached).
- 3) In the case of a full season rental, before the renter(s) may utilize the facility, the full seasonal rental fee and deposit fee must be paid.
- 4) In the case of either short term or daily rental, before the renter(s) may utilize the facility, the full rental fee and deposit fee must be paid.
- 5) Rental rates will be set by Board action.
- 6) All guest room rentals will be offered on a first come-first served basis.
- 7) The Board's rental manager will handle housing, guest room, and apartment rentals.

- 8) The Board's chair will handle ballfields, courts, beaches, and all other non-housing facility rentals.
- 9) The Board will act to charge a cleaning fee and reserves the right to deduct said fee from the renter's deposit.
- 10) Allowance of pets is subject to Board approval except for service animals.

Date Created: 1/13/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted / Superseded:



## Community of Christ Onset Campgrounds

POLICY: Long Term Apartment Rentals

POLICY CATEGORY: OBOT Managed Facilities

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the long-term rental of church owned apartments are governed in such a way as to be equitable to the renter(s) while holding to the principles of the Community of Christ.

#### **Such apartments are described as the following:**

All full facilitated church owned housing units specifically/dedicated for the purpose of being a primary residence on the Community of Christ campgrounds in Onset that are currently established or may be established in the future by action of the Onset Conference.

### PROCEDURES:

- 1) All apartment rental requests will be brought before the Board of Trustees for approval.
- 2) Before any request for an apartment rental can be approved, the potential renter(s) must submit a completed rental application, information sheet.
- 3) Rental rates will be set by Board action.
- 4) Before the renter(s) may occupy the apartment, the renter(s) and the Board's rental manager will sign a lease.
- 5) All apartment rentals will be offered on a first come-first served basis.
- 6) The Board's rental manager will handle apartment rentals.
- 7) Allowance of pets is subject to Board approval except for service animals.

Date Created: 1/13/2007

Date Reviewed: 6/22/2021 - reformatted

Date Revised:

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## Community of Christ Onset Campgrounds

POLICY: Muddy Cove Retreat Center Rentals

POLICY CATEGORY: OBOT Managed Facilities

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place, a workable plan that attempts to ensure that the rental of guest rooms in the Muddy Cove Retreat Center are governed in such a way as to be equitable to the renter(s) while holding to the principles of the Community of Christ.

#### **Such facilities are described as the following:**

All rooms specifically dedicated for overnight accommodations in retreat centers on the Community of Christ Campgrounds in Onset, MA that are currently established or may be established in the future by action of the Onset Conference.

#### **Full seasonal renting is described as the following:**

Beginning May 1 and Ending October 1 all dates inclusive

#### **Short term and Daily renting are described as the following:**

- Short term renting is greater than one (1) day but no greater than thirty (30) days.
- Daily rentals will begin no earlier than 1:00 P.M. and will end by 11:00 A.M.

### PROCEDURE:

- 1) All requests for full seasonal rentals will be brought before the Board of Trustees for approval.
- 2) Before any request for a full seasonal rental can be approved, the potential renter(s) must submit a completed rental application, information sheet, and contract.
- 3) In the case of a full season rental, before the renter(s) can utilize the facility, the full seasonal rental fee must be paid.
- 4) In the case of either short term or daily rental before the renter(s) can utilize the facility, the full rental fee must be paid.
- 5) Rental rates will be set by Board action.
- 6) All guest room rentals will be offered on a first come-first served basis.
- 7) Guest room rentals will be handled by the Board's rental manager.
- 8) Allowance of pets is subject to Board approval except for service animals.

Date Created: 1/13/2007

Dates Reviewed: 6/22/2021

Dates Revised:

Date Deleted / Superseded:

## Community of Christ Onset Campgrounds

POLICY: Operations Expenditures

POLICY CATEGORY: Board – Fiscal Operations

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the expenditures by the Operations Department meet the functional/routine and major maintenance needs of the Campgrounds while adhering to budgetary restraints.

#### **Such functional/routine maintenance needs are described as the following:**

- All projects valued at \$1,000.00 or less.
- All projects that are necessary to address life-threatening situations.
- All projects, that if not entered into, would result in extreme cost.

#### **Such major maintenance needs are described as the following:**

- All projects valued at \$1,000.01 or more.
- All projects that require a contract.
- All projects that would require bonding or borrowing.
- All projects that are considered actionable by the Onset Conference and/or the Board of Trustees.

### PROCEDURE:

- 1) Any functional/routine maintenance project may commence with the approval of the Operations Manager.
- 2) Approval of the Operations Manager or two (2) Board members is considered sufficient to enter into any project that is considered urgent or essential.
- 3) The Operations Manager may only enter into projects, above the \$1,000.00 threshold, after obtaining majority approval of the Board (five members).
- 4) The acceptable methods of obtaining majority approval for procedure # 2 projects are:
  - a) Telephone
  - b) Electronic mail
  - c) Facsimile

- d) In person
- 5) A minimum of two (2) bids are required on all major needs projects before they may commence.
- 6) Final approval of capital expenditures is the domain of the Onset Conference.

Date Created: 1/13/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Trailer Site Rentals

POLICY CATEGORY: OBOT Managed Facilities

DATE EFFECTIVE: 1/13/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the rental of trailer sites is governed in such a way as to be equitable to the renter(s) while holding to the principles of the Community of Christ.

#### **Such trailer sites are described as the following:**

All specifically dedicated seasonal camping sites on the Community of Christ Campgrounds in Onset that are currently established or may be established in the future by action of the Onset Conference.

#### **Trailers are described as the following:**

Hard Top Travel Trailers, Fifth Wheel Travel Trailers, Fully Self-Contained Recreational Vehicles, Pop-up Tent Trailers.

#### **The season for site rentals is described as the following:**

Beginning May 1 and ending October 1 with all dates inclusive.

### PROCEDURE:

- 1) All requests for seasonal site rentals will be brought before the Board of Trustees for approval.
- 2) Before any request for a seasonal trailer site can be approved, the potential renter(s) must submit a completed rental application, information sheet, and contract, and pay the full seasonal rental fee by May 1.
- 3) The Board will accept reservations for seasonal rentals beginning January 1.
- 4) A deposit, equal to half the current seasonal rate, must accompany any reservation request.
- 5) The Board will offer site rentals on a first come-first served basis.
- 6) All trailers must be removed from the sites by season's end.
- 7) The Board will act to charge a storage fee and reserves the right to move any and all trailers left beyond the end of season.
- 8) If a storage fee is not paid in full by October 31, the Board will act to have that particular trailer removed from the site at the owner(s) expense.

- 9) All site rental and storage fees will be set by Board action.
- 10) Trailers left during the off-season are not guaranteed the same site on which the trailer was left.
- 11) The Board will not assume any liability/responsibility for any acts, either natural or manmade, that results in damage to any trailer.

Date Created: 1/13/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

# Community of Christ Onset Campgrounds

POLICY: Beautification of Common Areas

POLICY CATEGORY: Groundskeeping

DATE EFFECTIVE: 03/10/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

## PURPOSE:

To have in place a workable plan that attempts to ensure that beautification projects to the common areas of the campgrounds will be planned and directed.

### **Such common areas are described as the following:**

All lands and structures that are now or may be maintained in the future by the Community of Christ on the campgrounds at Onset.

### **Such beautification of common areas is described as, but not limited to, the following:**

- The planting of flowers, trees, shrubbery.
- The erecting of gardens, memorials or statuary.
- The placing of benches, tables, paths, walkways, signs, and fences.

## PROCEDURE:

- 1) The Board of Trustees will act to establish and maintain a committee whose purpose will be to direct the care of common areas on the campgrounds and to ensure that the common areas of the campgrounds are esthetically pleasing and welcoming.
- 2) The chair of the Beautification Committee will be a sitting Board member.
- 3) Funds that are donated/contributed for beautification projects may only be spent on such and are to be kept apart from the Board's general operating budget.
- 4) All beautification projects that are to be sustained or prolonged will be considered actionable by the Board and or the Onset conference.

Date Created: 3/10/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:



## Community of Christ Onset Campgrounds

POLICY: Interest Rate Charges

POLICY CATEGORY: Board Operations - Fiscal

DATE EFFECTIVE: 03/10/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan, that attempts to ensure that the Board of Trustees will act in a fiscally responsible and fair manner in the setting of interest rates charged to overdue homeowner(s) accounts.

### **Such homeowner(s) accounts are described as consisting of all or any portion of the following:**

- All town liens i.e., taxes, water, sewer, community preservation act fees and any future applicable fees enacted by the legally constituted municipality.
- All fees derived from the privilege of having a lot lease i.e., lease fees, fines, trash removal, pest control, and any future fees as approved by action of the Onset conference.

### **Being overdue in one's accounts is described as the following:**

The non-payment of all or any portion of one's account beyond the due date as it appears on the assessment statement.

### PROCEDURE:

- 1) The Board will establish interest rate charges by using the same current and customary rate that is charged by its suppliers.
- 2) The Board may not exceed its own costs when establishing interest charges.
- 3) The current interest rate percentage will be clearly noted on all statements.
- 4) On overdue accounts, the actual added cost to the account will be clearly noted.
- 5) The Board will adjust interest rates quarterly as needed.

Date Created: 3/10/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Leasing of Newly Defined or Undeveloped Lots

POLICY CATEGORY: Lot Leasing

DATE EFFECTIVE: 06/02/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner while allowing for the leasing of newly defined or undeveloped lots.

#### **Such newly defined or undeveloped lots are described as the following:**

- All newly defined lots that have been duly surveyed and registered.
- All currently vacant lots as described on the 1972 plot plan as amended in 2007.
- All lots, as described on the 1972 plot plan as amended in 2007, that may in the future become vacant.

### PROCEDURE:

- 1) The Board of Trustees will offer leases on new or undeveloped lots to qualified church members only.
- 2) Leases on new or undeveloped lots refer to the property only.
- 3) The Lessee will assume all costs associated with the lot's development including but not limited to the following:
  - a) attachments to the existing utility systems such as sewer, water, electrical, natural gas, telephone and cable.
  - b) the extension of existing or the development of new roadways.
  - c) all permits and applicable fees required by the legally constituted municipality.
- 4) All plans associated with the lot's development must be submitted to the Board for approval before the application for any applicable permits.
- 5) The Board of Trustees retains the final right of approval over the lot's development.

Date Created: 6/2/2007

Dates Reviewed: 6/22/2021

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Tree Maintenance on Common Ground

POLICY CATEGORY: Grounds Keeping

DATE EFFECTIVE: 12/01/2007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in attempting to maintain the trees on all land not currently under lease.

### PROCEDURE:

- 1) The Operations Manager will conduct a bi-annual inspection of the trees on common ground.
- 2) The inspection will be conducted to evaluate potential safety hazards and / or to ascertain tree health.
- 3) The results of the inspection will be part of the Operations Manager's report.
- 4) Within budgetary restraints, the Board will act to have as many of the diseased or hazardous trees trimmed or taken down on a semi-annual basis or as necessary.

Date Created: 12/01/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates revised:

Date Deleted / Superseded:

## Community of Christ Onset Campgrounds

POLICY: Waterfront Safety and the Use of Campgrounds' Boats

POLICY CATEGORY: Board Operations - General

DATE EFFECTIVE: 12/12007 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in attempting to safeguard those who use the Campgrounds' boats and waterfront.

### PROCEDURE:

- 1) The Board will cause warning signs to be placed at the swimming area, boat launch, and on the raft / float.
- 2) The signs will warn as follows:
  - a) the swimming area, boats and raft / float are for use by the church community residents and their guests only.
  - b) the swimming area, boats and raft / float are used at one's personal risk.
  - c) minors are to be under adult supervision at all times while swimming, using the church's boats and raft / float.
- 3) The Board will cause a copy of this policy to be given to all lease holder(s) and renter(s).

Date Created: 12/01/2007

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Facilitating the Sale of Private Homes

POLICY CATEGORY: Lot Leasing

DATE EFFECTIVE: 01/12/2008 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in facilitating the sale of private homes on the Campgrounds.

### PROCEDURE:

- 1) The Board will act as a facilitator during the process of transferring ownership of private homes between the buyer(s) and seller(s).
- 2) As facilitator, the Board will do the following:
  - a) Act to notify members of the church on the official list of home seekers that a home has become available.
  - b) Act to notify those members of the church who are interested in owning a home on the campgrounds by publishing a notice of such availability on the Mission Center's web page, the campgrounds' newsletter, and to the congregations of the former Southern New England District.
  - c) Act to notify the potential buyer and seller that upon transfer of the home's ownership the buyer will be required to apply for a lease.
  - d) Act to notify that all expenses incurred in the process of home transfers will be borne by the seller and buyer.
  - e) Act to impose a facilitator's fee equal to 1% of the home's selling price to the seller.
- 3) The Board may require as part of its lease granting process the following but is not limited to:
  - a) An updated letter of intent/interest in home ownership from the potential buyer.
  - b) A copy of the notarized bill of sale that clearly outlines the transfer of ownership of the home.
  - c) An updated potential lease holder's information form.

Date Created: 01/12/2008

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Minimum on Hands Funds

POLICY CATEGORY: Board Operations – Fiscal

DATE EFFECTIVE: 03/01/2008 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in attempting to maintain a consistent level of funds, on hand, in its general and reserve accounts to meet its financial obligations.

### PROCEDURE:

- 1) Unless directed by the Onset Conference, the Board may not spend beyond its budget.
- 2) The Treasurer will provide the Board with a current and updated report of the general and reserve accounts at each of its regularly scheduled meetings.
- 3) The Board will endeavor to keep on hand, at minimum, sufficient funds that reflect the following.
  - a) one payment of its taxable obligations
  - b) a minimum of (3) three debt service payments, if applicable

Date Created: 03/01/2008

Dates Reviewed: 6/22/2021- reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Assessment Fee Charged to Building Owners Who Rent

POLICY CATEGORY: Cottage Owners Requirements & Board Operations - Fiscal

DATE EFFECTIVE: 04/18/2008 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Catherine Cook / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the added assessment fee, as approved by conference action of July 15, 2000, to those homeowners who rent their buildings is applied equitably.

### **Such added assessment fees are described as the following:**

The ten percent (10%) fee as currently approved by action of the Onset Conference of July 15, 2000 as well as any fees that may be enacted by the Onset Conference in the future.

### PROCEDURE:

- 1) All homeowners who wish to rent their building must request in writing the approval of the Onset Board of Trustees.
- 2) Board approval is required before renter(s) may occupy the premises.
- 3) As part of its approval process the Board may require, but is not limited to, the following:
  - a) a signed copy of the terms and conditions set forth by the rental agreement.
  - b) an information sheet that has been signed and completed by the perspective renter(s).
  - c) all accounts owed to the Board by the home owner(s) to be current.
- 4) The Board may choose to waive the added assessment fee because of, but is not limited to, the following reasons:
  - a) the Board determines that the terms and conditions of the rental agreement are equal to or greater than any income derived by the homeowner(s) due to the building's rental.
  - b) the Board determines that the building's rental is part of ministerial outreach.
- 5) The added assessment fee will be considered due and actionable within 30 days of the due date as it appears on the statement.



Date Created: 04/18/2008

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Donation of Privately Owned Buildings

POLICY CATEGORY: Board Operations - Fiscal

DATE EFFECTIVE: 04/24/2010 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Michael G. Langford / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner while allowing donations of privately owned buildings to the church.

### **Privately Owned Buildings are described as the following:**

All free standing or foundationed structures that are not the sole property of the church. This includes buildings that have been used as homes, garages, or sheds.

### PROCEDURE:

- 1) The Board of Trustees will entertain offers of donated buildings that it deems useful for the mission of the church and the campgrounds.
- 2) The Board of Trustees retains the right to accept or reject all offers of donated buildings.
- 3) The Board of Trustees will not entertain offers for donated buildings that come with terms or conditions.
- 4) The Board of Trustees retains the final right over the disposition and use of any donated building.

Date Created: 04/24/2010

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Donation of Used Furniture and Appliances

POLICY CATEGORY: Board Operations - Fiscal

DATE EFFECTIVE: 04/24/2010 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Michael G. Langford / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner while allowing donations of used furniture and appliances to delay capital expense.

### **Used furniture and appliances are described as the following:**

- All furniture and appliances not directly bought at retail or wholesale.
- All furniture or appliances that are not fully backed by warranty
- All furniture and appliances not directly shipped to the campgrounds for specific use.
- All furniture or appliances having had part of their functional life previously used elsewhere.

### PROCEDURE:

- 1) The Board of Trustees will entertain offers of donated furniture and appliances for specific projects only.
- 2) Replacement of any currently in use furniture or appliance will be considered a capital expense.
- 3) The Board of Trustees retains the right to accept or reject all offers of donated furniture or appliances.
- 4) Any offer of used furniture or appliances will only be considered as a temporary delay of a capital expenditure.
- 5) The donor will be held responsible for the disposal of any furniture or appliance not deemed useful by the Board of Trustees.
- 6) The Operations Manager and rental agents will act as a committee to decide the usefulness of the offered items.
- 7) The Board of Trustees retains the final right of approval over the disposition and use of any donated piece of furniture or appliance.

Date Created: 04/24/2010

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Ad Hoc Committees

POLICY CATEGORY: Board Operations - General

DATE EFFECTIVE: 10/30/2010 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Michael G. Langford / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in establishing committees.

### **Ad Hoc Committees are described as follows:**

Any group of like-minded volunteers meeting regularly to help effect the functionality of the Onset Board of Trustees. Each committee will be specifically charged with an area of focus and/or a specific time in which the committee will be tasked.

### PROCEDURE:

- 1) The Board of Trustees will, as needs require, form ad hoc committees.
- 2) At minimum each committee will consist of the following:
  - a) one (1) Board of Trustees liaison.
  - b) one (1) person to chair committee meetings.
  - c) one (1) person to keep meeting minutes.
- 3) The committee will inform the Board 3 days in advance of the following:
  - a) time and location of the meeting.
  - b) an expected agenda.
- 4) All committees will keep and maintain a record of their meetings.

Date Created: 10/30/2010

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Long Term Leasing/Renting of Privately Owned Dwellings

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 04/30/2011 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
William D. Gardner / Mission Center President

Signature on Original  
Michael G. Langford / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in allowing long-term leases and/or renting of privately owned dwellings.

### **Such long-term leases and rental agreements are described in the following manner:**

Any agreement between the dwelling's owner(s) and another party in which the owner's building becomes a primary residence of a lessee or renter for more than thirty (30) days.

### PROCEDURES:

- 1) The dwelling's owner(s) will notify the Board of Trustees in writing of their desire to enter into a long-term lease agreement on a yearly basis.
- 2) As part of the approval process, the Board of Trustees may require, but is not limited to, the following:
  - a) verification that all assessments levied by the Municipality and the Board are current.
  - b) a good faith effort has been made by the owner(s) to first market the dwelling to the Community of Christ.
  - c) a copy of the lease/rental agreement that the owner(s) intends to sign with the perspective lessee/renter.
  - d) a copy of documents used to screen applicants.
- 3) The Board may choose to reject or limit an owner's request to market their dwelling for lease/rent due to but not limited to the following:
  - a) the owner(s) have not themselves occupied the dwelling for five (5) years.
  - b) The owner(s) have not kept the dwelling to the building codes as required by the Municipality.
  - c) If, in the judgement of the Board, previous lessee(s) / renter(s) selected by the owner(s) have not lived in harmony with the principles of the Community of Christ.

Date Created: 04/30/2011

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Muddy Cove Retreat Center Rental Rate Exemption or Reduced Rate

POLICY CATEGORY: Board Operations - Fiscal

DATE EFFECTIVE: 01/09/2016 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Don Maymon / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable formula for use by the Rentals Committee for rental of guest rooms in the Muddy Cove Retreat Center for Church related activities, e.g., Reunions, Mission Center Conferences, Jim Cook Seminars, Women's/Men's Retreats. This policy will allow visiting Church members the opportunity to apply for a reduced rate (per stay) of 50%, while holding to the principles of the Community of Christ.

### PROCEDURE:

- 1) All requests must be made in writing 45 days prior to the event by using the rental agreement form found on the Campgrounds website.
- 2) Reduced rates are based per stay and must be applied for each time.
- 3) By agreeing to this policy, the renter must be willing to share a room (if applied as a single guest). This will be left up to the discretion of the Rental Manager.
- 4) Check-in time is 3PM and check-out time is 11Am. Additional charges may apply for either early check-in or late check-out unless approved in advance by the Rental Manager.
- 5) There will be two exemptions to this pricing policy: our Mission Center President and Bishop, and World Church employees on Church business. Should either be on vacation and stay at the Retreat Center, they will be charged the normal nightly or weekly rate. Both are still required to fill out the proper paperwork in advance.

Date Created: 1/9/2016

Dates Reviewed: 6/22/2021 - reformatted

Dates Revised:

Dates Deleted/Superseded:



## Community of Christ Onset Campgrounds

POLICY: Potential Housing List

POLICY CATEGORY: Lot Leasing

DATE EFFECTIVE: 10/01/2016 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable policy that attempts to ensure that the Board of Trustees will act in a consistent manner while maintaining a list of potential housing owners.

### **The list is described as the following:**

All Community of Christ members who have notified the Onset Board of Trustees, in writing, of their desire to own a privately owned building.

### **There will be three sections of the list, itemized by priority:**

- 1) A list of those who are current members of a congregation in the former Southern New England District.
- 2) A list of those who are current members of a congregation in the New England Mission Center.
- 3) A list of any other interested church member regardless of congregation affiliation.

### PROCEDURE:

- 1) All letters of interest will be added to the appropriate section of the list in the order in which they are received during a regularly scheduled Board of Trustees meeting. Also, an application form is available on the website - [www.onsetcampground.org](http://www.onsetcampground.org) - to print out and send in.
  - a) the mailing address should be a permanent address where this person can be reached.
  - b) once on the list, the person will be responsible for paying a placeholder fee in order to maintain their spot on the List, which will be invoiced annually.
- 2) A letter's postmark will be used as the sole factor in determining the order in which letters are received.
- 3) The list will be published in the following:
  - a) Board of Trustees minutes.
  - b) campgrounds website: [www.onsetcampground.org](http://www.onsetcampground.org) (or other future name)
- 4) Interested parties will remain on the list until such time as any of the following apply:

- a) membership with the Community of Christ is terminated.
  - b) written request for removal from the list is received by the Board of Trustees.
  - c) interested party is successful in obtaining a home on the grounds.
  - d) upon the death of the interested party.
  - e) failure to keep in contact with the board (see procedure #5).
  - f) has an outstanding financial obligation to the OBOT. Once a financial obligation has been satisfied, suspended party may reapply for consideration to purchase.
- 5) Failure to communicate with the board is defined as:
- a) not returning payment within 30 days of dated invoice.
  - b) returned invoice marked undeliverable by US Postal Service.
- 6) Unique circumstance or conditions are as follows:
- a) interested Mission Center members who move to a new jurisdiction will be placed on the out-of-district list in order of the date they are recorded with world church as members in the new jurisdiction.
  - b) interested out of district members who move into the district will be placed on the in-district list in order of the date they are recorded with world church as a member in a congregation in the district.

Date Created: 10/30/2010

Dates Reviewed: 6/22/2021- reformatted

Dates Revised: 10/01/2016

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Town of Wareham Board of Health Inspection Regulation for Cottage Rentals

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 01/28/2017 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in response to a policy by the Town of Wareham, MA for rental property applications and inspections.

"The Wareham Board of Health adopted a rental property regulation on September 4, 2013. The purpose for this regulation is to protect the safety, health and environment of both the occupant(s) of rental housing units and the general public. Landlords are required to register with the Wareham Board of Health. Applications and rental regulations can be accessed on the Board of Health website @ [www.wareham.ma.us](http://www.wareham.ma.us) or the office of the Board of Health." **The Wareham Board of Health assesses an annual fee for this regulation.**

### PROCEDURE:

Any cottage owner who rents their cottage in exchange for money or services must be in accordance with this policy.

- 1) The Town of Wareham describes a rental as "Anyone residing overnight in a dwelling." Therefore, whether the cottage is rented for one night or for multiple nights - this process must be adhered to.
- 2) It is the responsibility of the cottage owner to comply and remain informed of any changes in the town's policy.
- 3) The OBOT requires a copy of the inspection report noting a passing grade, or a copy of the certification the cottage owner is provided.
- 4) Additionally, a copy of the certification must be posted inside of the cottage.

Date Created: 1/28/2017

Date Reviewed: 6/22/2021 - reformatted

Date Revised:

Date Deleted/Superseded:

# Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



www.onsetcampground.org

## Information Sheet for Cottages Offered for Sale

To be Completed by the Seller and Returned to the OBOT

In an effort to provide advance information to the members on The Housing List, and reduce questions, the OBOT has created this Information Sheet to be completed by the Lessee signed to the Land Lease, or their legal representative. This Information Sheet must be completed and returned to the OBOT prior to any member of The Housing List receiving formal notification that a home has become available.

Street Address of Cottage: \_\_\_\_\_

General Location on Campgrounds: \_\_\_\_\_

Seller's Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Showing Instructions/Accessibility: \_\_\_\_\_  
(key location; by appt only; etc)

**Pictures:** Included Avail Upon Request Not Available

**Seasonability:** No Heat/Insulation (summer only) Heated/Part or No Insulation (3-season) Heated/Insulated (year-round)

**Age of:** Bldg: \_\_\_\_\_ Roof: \_\_\_\_\_ Water Heater (G / E / P): \_\_\_\_\_ Furnace: \_\_\_\_\_

**Type of Heat:** None Wood/Pellet Stove Electric Gas Propane Oil FHA FHW

**Total # of Rooms:** \_\_\_\_\_ **Bedrooms:** \_\_\_\_\_ **Bathrooms:** \_\_\_\_\_  
(not incl bathrm)

**Attic Area:** Used as Sleeping/Living Space Storage Only Finished Unfinished

**Appliances:** Stove (G / E / P) Fridge Dishwasher Microwave Other: \_\_\_\_\_

**Washer/Dryer Hookup:** Y / N **Outside Storage:** Shed Garage approx size: \_\_\_\_\_

**Basement:** None Crawl Space Pit Full Finished: Y / N Inside Access: Y / N

**Outdoor Space:** Enclosed Porch Covered Porch Open Deck Open Patio approx size: \_\_\_\_\_

**Parking Spaces:** 1-On Lot 2-On Lot Use Communal Parking Only

**Contents of House:** Will Be Removed (empty) Are Negotiable Incl in Approved Price (not empty)

**Other Information:** \_\_\_\_\_

## Community of Christ Onset Campgrounds

POLICY: The Storage of Unregistered Vehicles on the Campgrounds

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 05/06/2017 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have within the Regulations of the Community of Christ Onset Campgrounds a regulation that prohibits the storage of unregistered vehicles on the Onset Campgrounds without prior written authorization of the Onset Board of Trustees. To put in place a consistent policy and procedure for notification and enforcement of this regulation.

### REGULATION:

No lessee (cottage owner) will store an unregistered vehicle on the Onset Campgrounds without prior written authorization of the Onset Board of Trustees. Lessees are responsible for the actions of their guests in this regard.

### LEGAL BASIS:

The Town of Wareham has the following Regulation under Division II, Article I, Section 3 (page 35) of the Rules & Regulations as Revised, April 25, 2011: "Section 3. No person shall have more than one unregistered car or truck ungaraged on his premises in a residential district at any time unless authorized by the Board of Selectmen. In no event will an unregistered, unsightly car or truck be stored in the front yard. Whoever violates the said rules and regulations shall pay a fine of not more than twenty (\$20) dollars for any one offense and each day during any portion of which a violation is permitted to exist shall constitute a separate offense."

### PROCEDURE:

- 1) The lessee has the obligation to comply with all civil regulations and should be aware that the authorities may take action independent of this procedure.
- 2) If a lessee or their guest is observed to be storing an unregistered vehicle (car, truck, trailer, RV, etc.) on the Onset Campgrounds without prior written authorization of the Onset Board of Trustees, the Onset Board of Trustees will present the lessee with written notification by certified letter that they are in violation of this regulation.

- 3) If the Town of Wareham assesses any fines against the Onset Board of Trustees as "Property Owner" of the Campgrounds as a result of the lessee being in violation of Division II, Article I, Section 3 of the Rules & Regulations as Revised, April 25, 2011, or any future revision(s) of this Town Regulation, the Board of Trustees will pass along those fines to the lessee and they will become a portion of the lessee's financial obligation under the Lease Agreement.
- 4) If the situation is not remedied within 30 days of the date of the letter or receipt of the letter, the Onset Board of Trustees may have the vehicle removed from the property and stored off-site at the lessee's expense. All costs associated with removing and storing the vehicle off-site are the responsibility of the lessee and any costs incurred by the Board will become a portion of the lessee's financial obligation under the Lease Agreement.
- 5) Upon breach of this regulation, the Onset Board of Trustees shall have the right to issue written notice of said breach. If, in the opinion of the Onset Board of Trustees, this breach is repetitious or flagrantly offensive, it will be deemed to be a default in the terms and conditions of the Lease Agreement and the Onset Board of Trustees will begin the process of terminating the Lease Agreement.

#### **OBOT POLICY:**

Any member of the Onset Board of Trustees is empowered to act under this policy.

Date Created: 1/13/2007

Date Reviewed: 6/22/2021 - reformatted

Date Revised: 5/6/2017

Date Deleted/Superseded:

2007-3.0 of 13

**Director and Officer**

**Annual Conflict of Interest Statement**

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position:

Are you a voting Director? Yes/No

Are you an Officer? Yes/No

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

\_\_\_\_\_.

Are you a member of a committee that has been delegated governing powers by OBOT? Yes/No

If you are a Committee Member, which Committee are you appointed to?

\_\_\_\_\_.

3. I affirm the following:

I have received a copy of the Onset Board of Trustees ("OBOT") Conflict of Interest Policy. \_\_\_\_\_(initial)

I have read and understand the policy. \_\_\_\_\_(initial)

I agree to comply with the policy. \_\_\_\_\_(initial)

I understand that in order for OBOT to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. \_\_\_\_\_(initial)

4. Disclosures:

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

i. If yes, please describe it: \_\_\_\_\_

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

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

i. If yes, please describe it, including when (approximately): \_\_\_\_\_

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

\_\_\_\_\_  
Signature of director

Date: \_\_\_\_\_

## **Conflict of Interest Policy**

### **Article I**

#### **Purpose**

The purpose of the conflict-of-interest policy is to protect Onset Board of Trustees ("Organization") interests when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit

This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II**

#### **Definitions**

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

2. Financial Interest

A person ("interested person") has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, or

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III**

#### **Procedures**

1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and



b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonable under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **4. Violations of the Conflicts of Interest Policy**

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Article V Compensation**

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI**  
**Annual Statements**

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

This policy adopted by the Board of Directors of the Corporation on

September, 2017

  
Secretary

## Community of Christ Onset Campgrounds

POLICY: Compensation and Conflict of Interest

POLICY CATEGORY: Board Operations - Ethics

DATE EFFECTIVE: 06/24/2017 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To separate the decision-making process for engaging services from a Trustee separate from the Trustee's role on the Board.

### REGULATION:

Bylaws of Governance for the Onset Board of Trustees, Section 2.6 Compensation.

### PROCEDURE:

When an item comes before the Board where a Trustee may monetarily benefit from any action of the Board, the Trustee in question must separate him/herself from the decision-making process including, but not limited to, discussion and voting on said item.

Date Created: 06/24/2017

Dates Reviewed: 6/22/2021 - reformatted

Date Revised:

Date Deleted/Superseded:

2017-2.0

## Community of Christ Onset Campgrounds

POLICY: Building Permits

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 03/24/2018 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Gloria Mitchell / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in granting permission to lease holders who are seeking municipal building permits.

### **Such municipal building permits are described as the following:**

All permits required by the legally constituted municipality, as adherent to the rules, regulations, codes, and by-laws of its inspections department.

### DEFINITIONS:

**New Construction** -- Any construction that replaces or creates a new structure on the lot. This includes cottages, additions, decks, sheds, garages, patios, seawalls etc. and interior spaces that are converted from storage space to living space.

**Repair Construction** — Any construction that results from damage or normal wear and tear of an existing structure. This includes cottages, additions, decks, sheds, garages, patios, seawalls etc. and interior spaces.

PROCEDURES: - *These procedures apply to the obtaining of building permits only-*

- 1) All **New Construction** will require the approval of the Board of Trustees, by majority vote, and be in the form of a letter signed by the current chairperson to the lease holder. The decision is not appealable.

All **Repair Construction** will require the permission of the Buildings / Grounds Maintenance Manager in the form of a letter or email to the lease holder stating the exact nature of the repair(s) authorized. Denied permission is appealable to the entire board whose decision is then final.

- 2) The Board of Trustees may require as part of its granting process the following but is not limited to:
  - a) a copy of all engineering schematics / drawings that show the complete scope of said project.
  - b) written comments from campground abutters adjacent to the property.
  - c) verification of liability insurance by the lease holder(s), their contractors, and sub-contractors for the life of the term of said project.
  - d) a projected time frame of the length of said project.
- 3) The lease holder(s) will submit a copy of all issued building permits, not temporary permits, to the Board of Trustees for records filing.
- 4) The Board of Trustees retains the final right of approval over the lot's proposed development.
- 5) The Board of Trustees may act to cause the project to cease or be terminated, at the expense of the leaseholder(s), if said project is deemed unsafe or not adherent to the issued permits or to the wellbeing of the campgrounds community or mission.
- 6) Work must commence within one (1) year and be completed within two (2) years, unless additional time is granted by the Board.

Date Created: 03/24/2018

Dates Reviewed: 6/22/2021 - reformatted

Date Revised:

Date Deleted/Superseded:

## Community of Christ Onset Campgrounds

POLICY: Charitable Concerns

POLICY CATEGORY: Board – Fiscal Operations

DATE EFFECTIVE: 03/02/2019 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Christian Fisher / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in such a manner as to proclaim Jesus Christ and promote the Onset Campgrounds as a community of joy, hope, love and peace.

### **Such charitable concerns are described as the following:**

The health and welfare of community members. The need to impact for the common good the surrounding town and its population.

### PROCEDURE:

- 1) The Board of Trustees will act to establish and maintain a Charitable Concerns Committee.
- 2) The Chair of the Charitable Concerns Committee will be a sitting Board member.
- 3) Approximately 2% from the Board's annual budget will be budgeted for charitable concerns.
- 4) These charitable concerns efforts will be coordinated with the mission center financial officer and follow the general guidelines of the oblation and Zionic concerns efforts of the church.
- 5) One-time charitable concerns of \$500 or less can be executed with the approval by any two of the Committee Chair, the Board Chair and the Board Treasurer.
- 6) A charitable outreach for a single entity that is sustained or prolonged will be considered actionable by the Board.
- 7) All outreach efforts considered to be of a sensitive nature will be kept confidential by the approvers if under \$500 or reported to the Board in executive session.
- 8) Proper documentation will be kept for audit purposes.

Date Created: 03/10/2007

Dates Reviewed: 6/22/2021 - reformatted

Date Revised: 03/02/2019

Date Deleted/Superseded:

# Carol Pratt Creative Arts Fund (restricted)

## Onset Board of Trustees-Approved Guidelines

### Effective June 29, 2019

The Carol Pratt Arts Fund is established in memory of Carol Pratt to promote her love and interest in arts and crafts on the Onset Community of Christ Campgrounds.

#### Restrictions:

- It is to be used exclusively for arts and crafts activities that are organized during the summer months June-August on the Onset Community of Christ Campgrounds.
- Grants may range from \$50-\$300 for the first 5 years established and then may increase as the Onset Board of Trustees sees fit.
- Grants may not exceed \$1000/year. An individual grant may not exceed 25% of the total fund balance or \$150 per grant, whichever is greater.
- Grants are to be made for projects that are wholly arts and crafts and not projects that have an arts & crafts aspect.
- Eligible projects are for group projects open to all the campgrounds and not individual projects.
- Grants may be applied for administered by a member of the Community of Christ or a related party if approved by a designated board member of the Onset Board of Trustees.
- Grants may be approved by a designated Onset Board of Trustee member who signs off that the grant meets all the restrictions and requirements.
- Grant funds may deposited and commingled with other funds but must be accounted for clearly as a separate fund and reported annually as such to the annual Onset Conference meeting. The funds are not to be included in any total assets such that they would influence in any way normal financial decisions of the Onset Board of Trustees such as the current guideline to transfer cash assets over \$100,000 to church investment pools.

#### Procedures for Grant

1. Idea conceived and lead person designated.
2. Lead person submits request to designated Onset Board of Trustee member (i.e. person in charge of summer programs) or person designated by Board or Chairperson which reasonably outlines:
  - a. The type of project
  - b. Who is the designated manager of the project.
  - c. Where and when it will be held or is expected.
  - d. Amount requested and why.
3. Reviewed and accepted/rejected by designated board member and forwarded to Treasurer.
4. Project manager notified and check issued by treasurer.



**ONSET BOARD OF TRUSTEES**  
**ANNUAL BOARD CONFIDENTIALITY STATEMENT**

As a member of the Onset Board of Trustees, I understand confidentiality in boardroom meetings relates to my duty of loyalty to the organization. Part of my fiduciary duty requires that any issue that is not public information is confidential. There are personnel and other relationship issues that should never be shared with outsiders as well as strategic information that is confidential to the board members. Individual board members need to be fully cognizant of the expectation of confidentiality of board matters.

I understand this may seem in conflict with the expectation that a nonprofit board functions in a transparent manner and I commit to maintaining the separation between transparency and confidentiality as defined below:

Transparency is the disclosure of information to supporters to indicate the organization is wellmanaged, functions in an ethical manner, and handles it finances with efficiency and responsibility.

Confidentiality is the obligation and right not to disclose information to unauthorized individuals, entities or processes if it would harm the organization , its business relationships or an individual.

I acknowledge that the following examples of board matters that require confidentiality include but are not limited to: donor information, personnel files, legal consultations, executive sessions, security information and internal board conflict resolution processes.

I agree that if I fail to exhibit professional behavior and fiduciary duty, the full board will determine how serious the infraction is and how to address it appropriately.

I agree to exercise my fiduciary duty to the Onset Board of Trustees by adhering to expectations of confidentiality as related to my participation on the Board.

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Name

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Date

**ONSET BOARD OF TRUSTEES**  
**ANNUAL BOARD CONFIDENTIALITY STATEMENT**

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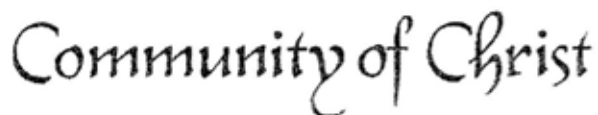
I agree to exercise my fiduciary duty to the **Onset Board of Trustees** by adhering to expectations of confidentiality as related to my participation on the Board.

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Name

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Date



Onset Board of Trustees (OBOT)  
PO BOX 893 Onset, MA 02558



www.onsetcampground.org

## Application for the Potential Housing List

To be Completed and Returned to the OBOT

In an effort to ensure that the Onset Board of Trustees will act in a consistent manner while maintaining a list of potential housing owners, persons interested in being listed on the Potential Housing List for the Onset Campgrounds may use this form to apply to the OBOT. If an individually written letter is preferred, please include the below requested information and acknowledge your acceptance of the terms of being placed on the List. Once accepted, you shall be notified in writing within thirty (30) days of your location on the Potential Housing List and the posted List will be updated.

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if diff): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Active Congregation Affiliation: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Membership #: \_\_\_\_\_

**Please initial your acceptance and understanding of the following statements:**

\_\_\_\_\_ I agree to the terms of the governing policy (a copy may be requested from the OBOT).

\_\_\_\_\_ I certify that, as required under Section 14 of the Lease, I do not have ownership in, nor have a contractual interest in, nor am I a beneficiary of any other Lease Agreement.

\_\_\_\_\_ I understand that it is my responsibility to ensure that any changes to billing and/or communication information (mailing / email address) are promptly reported to the OBOT and failure to do so may cause me to lose my position on the List.

Acknowledged and accepted by: \_\_\_\_\_  
(Signature) (Date)

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**OBOT Use Only**

Postmark Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Community of Christ Onset Campgrounds

POLICY: Lease Signing Process for New Land Lot Lessees

POLICY CATEGORY: Lot Leasing

DATE EFFECTIVE: 01/11/2020 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have in place a clearly defined procedure to guide the Onset Board of Trustees (OBOT) and new Lessees through the lease signing process following a previously approved change in owner whether that be via sale or other Onset Board of Trustees-approved action and to make transparent the signing and recordkeeping process of the OBOT in regard to these Leases.

### PROCEDURE:

- 1) Upon receipt of required documentation (i.e., Bill of Sale or other legal documentation) providing proof of the previously approved transfer of ownership of the property in question, the OBOT will forward an unsigned new Lease with attached Regulations (Lease) to the new Lessee via email or USPS first class mail along with a Primary Lot Lessee Information Sheet. Prior to forwarding, the information completed on the Lease shall include the name of the Lessee and Lot # on page one (1) and the date of the OBOT Meeting at which the Lease request was approved on page four (4). If to be sent via first class mail, two printed copies of the Lease will be provided for signing and returning. If emailed, Lessee will print, complete, and return two (2) original signed copies of the Lease.
- 2) Lessee, as named, will sign and date both copies of the Lease on page four (4) as well as record the Lessee's Date of Baptism and/or Confirmation, as provided in the Lease, and current complete mailing address, and physical address if mailing address is a Post Office Box.
- 3) If Lessee has requested and received approval for inclusion of Spouse and/or one (1) Child (adult Son or Daughter), Lessee will have Spouse sign and/or named Child sign and complete Child's Date of Baptism and/or Confirmation, as provided in the Lease, and current complete mailing address, and physical address if mailing address is a Post Office Box.
- 4) Any changes, deletions or additions to the Lease terms which do not conform to the Lease's provisions regarding amendments to the Lease shall be considered null and void and have no legal effect on the existing Lease terms.

- 5) Lessee will return two (2) original completed copies of the Lease to the OBOT to be countersigned by the Chairman of the Board (Chair). In an effort to complete the signing process in a timely manner, Lessee may request to mail the copies of the Lease directly to the Chair if the Chair is not local to the Onset Campgrounds.
- 6) Once received, the Chair will countersign and date both copies of the Lease. Within one week after full execution of the Lease, the Chair shall:
  - a) return one fully executed original Lease packet to the Lessee at the mailing address listed on the Lease, and
  - b) send one copy of the fully executed Lease, either by mail or electronically, to the Office of General Counsel at Community of Christ International Headquarters, copying the Field Support Minister for the Northeast USA Mission Field (or other future office covering the same responsibilities) and the New England USA Mission Center Financial Officer on such communication.
  - c) An additional hard copy of the fully executed Lease shall be maintained in the OBOT office files.
  - d) The second original Lease shall be filed in the OBOT Safety Deposit Box (or other such secured off-site location as may replace the Safety Deposit Box in the future) within thirty (30) days of signing.

Date Created: 01/11/2020

Dates Reviewed: 6/22/2021 - reformatted

Date Revised:

Date Deleted/Superseded:

2020-2.0



## Primary Lot Lessee Information Sheet

### To be Completed by the New Lessee and Returned to the OBOT

In an effort to ensure that the Onset Board of Trustees has complete and correct billing and communication information, the OBOT has created this Information Sheet to be completed by the Primary Lessee to be signed to the Lot Lease. This Information Sheet has been forwarded with the unsigned lease copies and must be completed and returned to the OBOT with the signed leases within thirty days.

Lessee's Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Street Address of Cottage: \_\_\_\_\_

Lessee's Billing Address: \_\_\_\_\_

Permanent Address (if diff): \_\_\_\_\_

Email Address: \_\_\_\_\_

Active Congregation Affiliation: \_\_\_\_\_

Membership #: \_\_\_\_\_

Under Section A of the Onset Conference Resolution on Campgrounds Operations, adopted by the Onset Conference of July 19, 2009, the OBOT is required to provide each Cottage Owner (Lot Lessee) a 3-Ring binder including, but not limited to, copies of the following: current Rules & Regulations; OBOT Mission Statement; OBOT Bylaws; OBOT Contact List w/Responsibilities; and copies of all current policies. The OBOT has two options available in order to provide you with this information. Please choose one of the two options below by checkmark (☐) in order to permit the OBOT to fulfill this requirement:

**Please mail** a hard copy of the required information in a 3-ring binder. A \$20.00 payment has been included to cover the cost of printing, packaging, and postage for this request.

**Please email** pdfs of this information to the above-noted email address. It is understood that this may come in several batches due to the volume of documents.

Moving forward, any new policies will be emailed to the address provided above and will also be made available in hard copy format at the annual Onset Conference.

Additionally, the Lessee understands that it is the responsibility of the Lessee to ensure that any changes to billing and/or communication information (mailing / email address) are promptly reported to the OBOT.

Acknowledged and accepted by:

(Signature)

(Date)

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#### OBOT Use Only

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Ck#: \_\_\_\_\_ Mail Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Community of Christ Onset Campgrounds

POLICY: Taking Down / Trimming Trees on Leased Properties

POLICY CATEGORY: Cottage Owner Requirements

DATE EFFECTIVE: 01/11/2020 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in attempting to manage the taking down and / or trimming of trees on leased lots.

**Such tree trimming is described as the following:** The removal or major trimming of trees on leased lots as requested by the leaseholder.

### PROCEDURE:

- 1) As per the Rules and Regulations, Leaseholders are required to get written permission of the Board of Trustees before any tree may be taken down or trimmed significantly.
- 2) To facilitate the process the Operations Manager is empowered to assess the requested tree work and to act to grant the Board's permission.
- 3) The Board of Trustees may require as part of its granting process the following but is not limited to:
  - a) written comments from the adjacent / abutting leaseholders on the campgrounds.
  - b) verification of suitable liability insurance by the leaseholder, their contractors, and subcontractors.
  - c) a projected time frame of the length of said tree work.
- 4) If the leaseholder requests the Board includes this tree work as part its periodic tree trimming process:
  - a) the Operations Manager will verify that said trees qualify to be taken down.
  - b) the Operations Manager will confirm with the leaseholder the nature of the work to be done.
  - c) the leaseholder will provide a written approval of said work.
- 5) Leaseholder should consider a donation to the Board to cover the cost of the work.
- 6) Leaseholders that remove trees without approval or after denial by the Board may be subject to fines and other actions.

Date Created: 12/01/2007

Dates Reviewed: 6/22/2021 - reformatted

Date Revised: 01/11/2020

Date Deleted/Superseded:

2020-1.0



## **Onset Board of Trustees Resolution on Potential Housing List Coordinator**

As voted by the Onset Board of Trustees  
March 7, 2020

Whereas the Board recognizes that it is cumbersome for the Secretary and Treasurer to collectively maintain the list of persons on the Potential Housing List in coordination with annual invoicing and regular publishing on the website and in the OBOT Meeting Minutes,

It is hereby resolved that the Secretary will keep an up-to-date Potential Housing List and the Treasurer will be responsible for the annual invoicing of the placeholder fee. Both the Secretary and the Treasurer can delegate these tasks to one List Coordinator.

(In order to comply with the OBOT Officer elections, the delegation of responsibilities to the List Coordinator shall be confirmed or reassigned after each annual Officer election.)

As voted by Elected Members:

*Jay Cook, Nancy Cornish, Jaime Carter Green, Laura King, Nancy Miller, Rick Moulton, Kristin Carter Smith, and William Walton; and*

As voted by Ex-officio Members:

*Dena DeVormer and Missy Quay*

## **Onset Board of Trustees Resolution on Short-Term Rental of Campgrounds-Owned Facilities**

As voted by the Onset Board of Trustees  
June 27, 2020

Whereas the Board desires to maintain the special religious nature and character of the Campgrounds, and

Whereas there is a desire to avoid activities that would cause IRS issues with unrelated business income, require the collection of state short-term rental taxes, or otherwise cause the Campgrounds to have to deal with regulatory or tax issues related to being defined as a for-profit renter to the public.

Resolved, the Board will follow the guidelines recommended by the Office of General Counsel of the Community of Christ (OGC) and restrict short-term rentals of Campgrounds-owned properties to church members and church related activities. Sole determination of whether any individual, group or activity meets these requirements will be delegated to those individuals designated by the Board to exercise such judgment. The Board will continue to elicit advice on guidelines necessary to meet these requirements from the Office of the General Counsel as necessary to be in compliance with all governmental regulations as interpreted by the OGC.

As voted by Elected Members:

*Jay Cook, Nancy Cornish, Jaime Carter Green, Laura King, Nancy Miller, Rick Moulton, Kristin Carter Smith, and William Walton; and*

As voted by Ex-officio Members:

*Jeannie Strout and Missy Quay*

## Community of Christ Onset Campgrounds

POLICY: Whistleblower Protection

POLICY CATEGORY: Board Operations - Ethics

DATE EFFECTIVE: 06/27/2020 by vote of the Onset Board of Trustees

APPROVED: Signature on Original  
Missy Quay / Mission Center President

Signature on Original  
Kristin Carter Smith / Onset Board of Trustees Chair

### PURPOSE:

This policy provides clear definitions and provisions for handling allegations of misconduct while protecting the organization under difficult circumstances.

In keeping with the policy of maintaining the highest standards of conduct and ethics, any suspected fraudulent or dishonest use or misuse of the Onset Campground's resources or property by staff, board members, consultants, or volunteers will be investigated by The Onset Board of Trustees (OBOT) and / or the Community of Christ Church.

Staff, board members, consultants, volunteers, and community members are encouraged to report suspected fraudulent or dishonest conduct (i.e., act as a "whistleblower"), pursuant to the procedures set forth below.

### REPORTING:

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor, or if suspected by a volunteer, to the staff member supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the Chairman of the Board of Trustees or the Mission Center President (Executive Officer). Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

### DEFINITIONS:

**Baseless Allegations** — Individuals making allegations with reckless disregard for their truth or falsity may be subject to disciplinary action, and/or legal claims by individuals accused of such conduct.

**Fraudulent or Dishonest Conduct** — A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- forgery or alteration of documents
- unauthorized alteration or manipulation of computer files
- fraudulent financial reporting
- pursuit of a benefit or advantage in violation of the Conflict-of-Interest Policy
- misappropriation or misuse of Grounds' resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or services not performed.
- authorizing or receiving compensation for hours not worked

**Whistleblower** — An employee, consultant, volunteer, or member who informs a supervisor or administrative executive about an activity relating to Onset Campgrounds which that person believes to be fraudulent or dishonest.

## RIGHTS AND RESPONSIBILITIES:

### **Supervisors:**

Supervisors are required to report suspected fraudulent or dishonest conduct to an Executive Officer. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations
- premature notice to persons suspected of misconduct.
- disclosure of suspected misconduct to others not involved with the investigation.
- violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct should not:

- contact the person suspected to further investigate the matter or demand restitution
- discuss the case with attorneys, the media, or anyone other than the appropriate Executive Officer
- report the case to an authorized law enforcement officer without first discussing the case with the appropriate Executive Officer

### **Investigation:**

All relevant matters, including suspected but unproven matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

## **Whistleblower Protection:**

Whistleblowers will be protected as defined below:

- The Onset Board of Trustees will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the Board can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistle blower.)
- Employees, consultants, volunteers, and members of the Onset Campgrounds may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Chairman of the Board. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Date Created: 06/27/2020

Dates Reviewed: 6/22/2021 - reformatted

Date Revised:

Date Deleted/Superseded:

2020-3.0

**Onset Board of Trustees Resolution  
on Executive Session Minutes**

**As voted by the Onset Board of Trustees  
January 23, 2021**

Whereas, the Board desires to maintain a written record of the discussions and decisions of the Onset Board of Trustees held during the Executive Session of the Meetings of the Onset Board of Trustees, and

Whereas, there is a desire to maintain the confidentiality of the nature of the issues discussed during Executive Session without losing track of the decisions made.

Resolved, the Board will follow the guidelines recommended by the Office of General Counsel of the Community of Christ (OGC) and restrict the retention of any Executive Session Minutes to no longer than seven years from the date of the Board Meeting for which the Executive Session Minutes were taken. Additionally, the Board acknowledges that Executive Session Minutes are protected confidential communications as defined in the Annual Board Confidentiality Statement and shall be treated as such.

Be it further Resolved, in order to maintain the confidential and protected nature of the matters discussed during Executive Session, the Board will only review, amend and approve prior Executive Session Minutes during an Executive Session held within a regularly scheduled Onset Board of Trustees Meeting. Additionally, the Board Secretary will be solely responsible for recording and securing Executive Session Minutes and shall include the phrase “Confidential - For Onset Board of Trustee Eyes Only” within the heading of the Executive Session Minutes.

As voted by Elected Members:

*Jay Cook, Nancy Cornish, Jaime Carter Green, Laura King, Barbara Soby, Rick Moulton, Kristin Carter Smith, and Lance Carter, and*

As voted by Ex-officio Members:

*Jeannie Strout and Missy Quay*

**This Document describes the responsibilities of each of the Officers and each committee of the Onset Board of Trustees in 2021.**

## *Officers of the Onset Board of Trustees*

### 2021

**Officers required by, and as described in, the OBOT By-Laws, with additional specific responsibilities by policy or by assignment noted in italics:**

**Chair:** Kristin Carter Smith

The Chair shall preside at all meetings of the Board, fill Board vacancies, and supervise the proceedings of the Board, its officers, committees and activities. *By policy, the Chair must countersign and date all leases and send the fully executed copies to all parties.*

**Vice Chair:** Jay Cook

The Vice Chair shall assist the Chair in the discharge of duties and responsibilities and shall serve as Chair in the absence of the Chair.

**Treasurer:** Nancy Cornish

The Treasurer shall oversee all fiscal and financial activity within the Board's responsibility. This shall include the collection of fees, charges, assessments, rents, and other income; the safeguard and proper disbursement of funds, the maintenance of bank accounts, investment accounts, and reserve funds. The Treasurer shall cause the accounts to be audited annually, and reports created as required for the Board and the Onset Conference, annually, or as otherwise directed by the Chair. *The Treasurer also chairs the Financial Management Committee.*

**Secretary:** Barbara Soby

The Secretary shall record minutes of meetings and provide custodianship and security of records and materials of the Board. *By policy, the Secretary keeps the Potential Housing List up to date but can delegate this task to a designated List Coordinator. The Secretary also corresponds with residents and others, at the direction of the Chair, and chairs the Cottage Committee.*

## *Standing and Ad-Hoc Committees*

**Standing Committees** were created in an effort to comply with the requirements placed on the Board in the Bylaws of Governance. While a Board Member must Chair the Committee, any member of the Onset Conference is welcome to serve on any Committee for any amount of time or even to assist in the completion of a specific project undertaken by a Standing Committee. If you wish to join any of the Standing Committees mentioned above, please contact the Committee Chair.

**Ad-hoc Committees** are, by definition, temporary Committees created for a specific purpose and are dissolved either after a specific time period or upon completion of a specific task or set of tasks. OBOT Policy on Ad Hoc Committees dated 10/30/2010 requires each committee to include, at minimum, one Board of Trustees liaison, one person to chair committee meetings, and one person to keep minutes. Committees must inform the Board, 3 days in advance of the date, time and location of the meeting and an expected agenda. All committees will keep and maintain a record of their meetings.



Recommendations for Committees March 2021

## **Standing Committees:**

### **Beautification Committee:**

**Current Chair: Bill Walton**

**Committee Members:** Charlotte Brousseau, Sylvia Armeson, Mal Booth, Nancy Miller

**Committee Purpose:** Maintain and improve the landscape of the common areas of the Campgrounds while blending with the natural beauty of the area, in compliance with OBOT policies, including the Beautification of Common Areas Policy issued March 10, 2007, the Town of Wareham Conservation Commission requirements, and all relevant laws and regulations.

### **Committee Responsibilities:**

- § Identify OBOT policies, federal, state and local regulations relevant to committee's work to ensure compliance.
- § Maintain existing mulch beds and otherwise landscaped beds on common areas of the Campgrounds, including Serenity Park.
- § Approve and oversee any new or replacement plantings placed in any common areas of the Campgrounds.
- § Submit plans to plant indigenous trees to replace trees removed due to damage or disease to the Operations Manager or the Board, as necessary, for approval.
- § Submit plans to remove invasive species of plants, shrubs and trees and replace with indigenous species to the Operations Manager or the Board as appropriate.
- § Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

### **Cross Committee Collaborations:**

- § Plan projects (ranking, etc.) for campground workdays, in conjunction with the Operations Committee.
- § As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

**Charitable Concerns Committee:**

Current Chair: Rick Moulton

**Committee Members:** Michael Langford, Bill Brousseau

**Committee Purpose:** Assist persons/families in need, in compliance with all relevant OBOT policies and procedures, including the *Charitable Concerns Policy* dated March 2, 2019.

**Committee Responsibilities:**

- § Identify Community of Christ (World Church) and OBOT policies relevant to committee's work to ensure compliance.
- § Determine methods of outreach and identifying need.
- § Establish requirements for receiving monetary assistance.
- § Determine scope of outreach (e.g., Campgrounds, town, Onset Conference....).
- § Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

**Cross Committee Collaborations:**

- § As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- § Work with Financial Management Committee, as needed or requested.

## **Communications & Marketing Committee**

**Chair: Jaime Green**

**Committee Members:** Rick Moulton, Laura King, Kristin Carter Smith

**Committee Purpose:** To provide all campground marketing and communications to the entire community including cottage owners, Onset Conference, and New England Mission Center members and other people with an interest in the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

### **Committee Responsibilities:**

- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- § Ensure proper use of photo release forms before posting people's photos on Campgrounds website or any Board-sponsored social media.
- § Identify marketing and advertising media/venues (e.g., website, social media, world church platforms, newsletters, etc.) appropriate for various needs.
- § Maintain a list of cottage owners, Onset Conference members, Mission Center and regular Onset Campgrounds visitors/stakeholders with appropriate contact information.
- § Create and distribute regular newsletter and various communications of the Board and determine a schedule for distribution.
- § Maintain website, ensuring information is up to date and accurate.
- § Develop and disseminate marketing materials/messages as directed by the Board.
- § Under the direction of the Board Chair and/or Secretary, timely distribute official OBOT agendas, minutes, reports and other documents, including updated Potential Cottage Owners Lists, Trustees Contact Information and Responsibilities List, and Committee Information with invitations to serve on committees.

### **Cross Committee Collaborations:**

- § Distribute calendar (s) of events/activities created by Program Committee via email, newsletter, door-to-door flyers, website, social media, etc.
- § Post updated versions of "The Potential Housing List" on the website upon receipt from the Cottage Committee.
- § As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- § Work with the Rentals Committee to advertise and market long and short-term rental opportunities and to keep information posted on the website related to rentals clear, correct and up-to-date.
- § Work with the Cottage Committee to keep cottage owners informed of requirements for renting out their cottages/houses short or long-term.
- § Work with the Governance Committee to post policies, procedures, regulations and forms on the website in an accessible, searchable format, updating on a timely basis as needed.

**Cottage Committee:**

Current Chair/Secretary: Barbara Soby

**Committee Members:** Designated Potential Housing List Coordinator/Laura King

**Committee Purpose:** In compliance with all relevant World Church and OBOT policies and procedures, manage the processes and paperwork related to the sale and transfer of privately owned dwellings on the Campgrounds, the transfer of Campground lot leases, and the renting out of privately owned cottages, to promote fair access for church members to purchase, transfer, exchange and rent out their cottages. Monitor all lessees for compliance with lease requirements.

**Committee Responsibilities:**

- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- § Manage "The Potential Housing List", working with the Treasurer to send out invoices to people on The List on an annual basis.
- § Execute established process on all Lot Lease transfers, ownership transfers, and cottage sales.
- § Report the status of ownership and Lot Lease transfers, cottage sales, availability of properties, and list changes to the Board and interested parties.
- § Store Lot Leases securely, updating records as needed per the *Lease Signing Process for New Land Lot Lessees* policy.
- § Monitor Lot lessees for compliance with lease requirements.
- § Serve as first point of contact for cottage owners who want to rent out their cottages short-term or long-term, promoting compliance with applicable OBOT policies and state and local requirements.
- § Monitor private rentals for compliance, including terms of Lot Lease for long-term rentals, having proper insurance in place to be rented out, registering with authorities as a rental, annual town inspections/rental certification, and paying required sales tax.
- § Monitor private rentals for compliance with relevant OBOT policies, including but not limited to:
  - *Town of Wareham Board of Health Inspection Regulations for Cottage Rentals* Policy
  - *Long-Term Leasing/Renting of Privately Owned Dwellings* Policy
  - *Assessment Fee* (tithing) Policy.

**Cross Committee Collaborations:**

- § Work with Treasurer to track payment of cottage 'tithing' by cottage owners who rent out their property.
- § Work with the Communications and Marketing Committee to keep cottage owners informed of requirements for renting out their homes short- or long-term.
- § Provide updated versions of "The Potential Housing List" to the Communications & Marketing Committee for uploading to the website, whenever changes to The List are made.
- § Work with Operations Committee to address requests from lessees about maintaining their property per lease requirements and policy.
- § Work with the Financial Management Committee to keep up-to-date the list of people who rent out their cottages.
- § As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.

**Financial Management Committee:**      Current Chair/Treasurer: Nancy Cornish

**Committee Members:** Lance Carter, Laura King, Jay Cook, Dale Booth, Bill Walton

**Committee Purpose:** To manage, protect and enhance the fiscal assets of the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

**Committee Responsibilities:**

- § Identify Community of Christ (World Church) and OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- § Establish/maintain procedures to account for all revenues and expenses.
- § Establish/maintain financial controls.
- § Address and resolve problem financial situations with the OBOT.
- § Recommend sale or removal of nonessential assets.
- § Recommend appropriate investment policies to the Board.
- § Facilitate Board compliance with fiscal policies, including but not limited to, the *Minimum On-Hand Funds Policy* (3/1/2008) and the *Payment Plans to Assist Homeowners Policy* (11/18/2006).
- § Every five years, beginning in 2021:
  - inspect and review records pertaining to Campground assets and prior capital expenditures, including the Advisory Report prepared in 2010-11 to determine the remaining useful life of such items.
  - establish the estimated costs to replace capital items such as roofs, water heaters, boilers, etc, based on the determined remaining useful life.
  - provide a final report the Board of Trustees to provide guidance on the remaining useful life of Campground assets and the cost of their replacement with a long-term plan including recommendations and procedures for budgeting and replacement of capital assets as needed and necessary.

**Cross Committee Collaborations:**

- § Annually, and as needed, consult with every Committee Chair to prepare the budget and to make changes if needed.
- § Work with the Cottage Committee to keep a list of people who rent out their cottages.
- § Advise other committees as needed or requested, to ensure compliance with budget-related portions of relevant policies, including but not limited to:
  - The Beautification Committee re: *Beautification of Common Areas Policy* (3/10/2007)
  - The Charitable Concerns Committee Re: *Charitable Concerns Policy* (3/2/2019)
  - The Cottage Committee re: *Assessment Fee [Tithing] to Owners who Rent Policy* (4/18/2008)
- § Advise and assist the Long-Term Planning & Utilization Committee with determining financial requirements and revenue opportunities for any strategic initiatives, facilities or programs they are considering.
- § In collaboration with the Rentals Committee, track statistics and financial receipts for usage of all church-owned rental facilities and monitor maintenance costs of rental units and provide input into budget.

- § As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

**Governance Committee:**

Current Chair: Jay Cook

**Committee Members:** Barbara Soby

**Committee Purpose:** To propose or assist others in proposing to the Board of Trustees new or revised regulations, policies, procedures, and forms and/or amendments to promote the fair and transparent governing of the Campgrounds.

**Committee Responsibilities:**

- § Identify Community of Christ (World Church), OBOT policies, State laws, and federal, state and local regulations relevant to committee's work and the functioning of the campgrounds to ensure compliance.
- § Ensure continuous compliance with various Policies as implemented and/or amended by the Board, including those specific to other Committees.
- § Provide leadership on addressing legal structure and other legal issues in cooperation with the Church's legal department.
- § On a bi-annual basis, or more frequently if need arises, review the following documents and make recommendations for changes to improve clarity, to ensure alignment with laws, regulations, or World Church guidance, and to promote the purpose and health of the Campgrounds community.
  - Lease (in even-numbered years)
  - Campgrounds Regulations (in even-numbered years)
  - Bylaws (in even-numbered years)
  - Existing policies and forms (in odd-numbered years)
- § Propose new policies and/or enabling forms based on requests from, or needs of, the Board and its committees.
- § Create and maintain tools (e.g., manuals, procedures, materials) to guide, orient and train Trustees generally, and for specific roles, including Chair, Treasurer, Secretary and Committee Chair.
- § Provide Governance-perspective input into long-range plan.
- § As needed, assist in the development of *ad hoc* committees, based on Board discussions and if deemed appropriate, ensuring each description is clear and concise and that the purpose and responsibilities of each committee create a cohesive charge for committee members. Help sunset ad hoc committees which have met their agenda or are no longer relevant.

**Cross Committee Collaborations:**

- § As requested or needed, assist other committees with making changes to policies, procedures or forms, or drafting new policies, procedures or forms.
- § Work with the Communications and Marketing Committee to provide and maintain easily accessible, up-to-date policies, procedures, regulations, and forms in user-friendly, searchable form.
- § In collaboration with other committees, undertake special strategic and financial projects as requested.
- § Annually, work with each committee chair to review and update Committee Descriptions and set annual goals and tactics.

**Long-Term Planning & Utilization Committee:      Current Chair: Jay Cook**

**Committee Members:** TBD - *actively recruit members from the entire community with attention to inclusion, broad range of perspectives and ability to make progress on goals. Utilize sub-committees and open forums*

**Committee Purpose:** To provide structure for strategic planning for the long-term utilization of the Campgrounds in alignment with the Mission of the Community of Christ.

**Committee Responsibilities**

- § Develop and keep current the **Onset Campgrounds Strategic Plan**. This may include:
  - reviewing any earlier plans (including circa 2010-11)
  - Identifying any existing vision or mission statements, enduring principles or widely shared views and discuss their continued applicability or need for increased visibility
  - conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
  - brainstorming, then refining, organizing and prioritizing possible ways in which the Campgrounds can continuously improve spiritually, physically/financially, and as a Zionite community, and in any other aspects identified
  - soliciting input from those currently served by the Onset Board (cottage owners, visitors, congregations within the NE Mission Center, and NE Mission Center leadership) to identify expectations, desires, concerns, and recommendations (through surveys, focus groups or other means).
- § Identify the highest strategic priorities and establish sub-committees of interested / committed / competent individuals to move forward on these high priority actions.
- § Make formal recommendations to OBOT and the Onset Conference for specific actions, procedures, policies, etc. to help ensure the long-term health and wellbeing of the Campgrounds and the campgrounds community.
- § Encourage donations of money and physical assets to the grounds, focusing on areas of greatest need.
- § Create proposals to make best use of all 65 acres and time frame.
- § Study alternatives to improve year-round utilization of the campgrounds.
- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance

**Cross Committee Collaborations:**

- § Work with the Financial Management Committee to determine financial requirements / revenue opportunities for any strategic initiatives, facilities or programs.
- § As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.



**Operations Committee:**

**Current Chair:** Kristin Carter Smith

**Committee Members:** Dale Booth

**Committee Purpose:** To maintain and improve the buildings and property of the Campgrounds, in compliance with all relevant OBOT policies and procedures. The Operations Committee Chair has been delegated executive authority by the Board to fulfill the committee's responsibilities, as defined by Board policies.

**Committee Responsibilities:**

- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance, particularly Church Risk Management requirements and the *Operations Expenditures* Policy as enacted by the Board on October 27, 2007.
- § Work with the Treasurer to establish maintenance budgets/schedules/procedures for the physical upkeep of all grounds and church-owned facilities. This includes common area landscaping and lawn care when completed by employee-staff and not an outside vendor-contractor.
- § Serve as the initial point of contact with Lot Lessees to answer questions and resolve issues regarding alterations to their premises and/or leased land.
- § Provide permit authorization letters, or referral to the full Board, for work requested by Lot Lessees as authorized in the *Building Permit* policy.
- § Provide tree trimming/removal permission letters for work requested by Lot Lessees as authorized in the *Taking Down – Trimming Trees on Leased Premises* policy.
- § Obtain and recommend renewal and/or replacement vendor contracts for regular and intermittent services for waste removal/recycling; tree trimming &/or removal; asphalt repair/maintenance (including roads and tennis courts); snow plowing/shoveling & other snow removal; and common area landscaping as required or requested and provide to Board for approval.
- § Inspect/Monitor quality of vendor work for adherence to contracts.
- § Schedule removal of snow from roadways, walkways and other areas as required after snowfall to be completed by employee-staff and/or contracted vendors as needed.
- § Periodically examine asphalt surfaces/hardscapes (including roads and tennis courts) and recommend repair/maintenance to the Board, as needed.
- § Annually inspect common area trees for trimming and/or removal due to damage or disease and schedule for spring and/or fall as needed, including authorized requests from Lot Lessees.
- § Monitor and maintain the undeveloped 'back lot', maintaining or replacing posted "No Trespassing" signs, or taking other actions as needed or requested by Board.
- § Monitor need for security and arrange as needed or requested by Board.
- § Maintain a list and description of all church-owned buildings and all equipment.
- § Recommend capital improvement projects to be considered by the Board.
- § Obtain and present bids on capital projects or maintenance projects to the Board for the Board's consideration as required by the *Operations Expenditure* Policy.
- § Provide access to all buildings and equipment as needed to ensure their proper functioning and safety

- § Perform or provide for ongoing maintenance of church-owned short-term rentals, including hutments, Recreation Center, Youth Chapel, Muddy Cove Retreat Center, tabernacle and campsites.

**Cross Committee Collaborations:**

- § In collaboration with the Rentals Committee:
  - establish personnel requirements to manage all rentals, and associated costs.
  - hire, manage and supervise all contractors, maintenance employees, landscapers, and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations.
  - perform or provide for maintenance and remodeling necessary for church-owned long-term rentals.
  - designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
  - designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
  - designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
  - ensure all rental properties are safely and properly maintained.
- § Bring to the attention of the Rentals Committee, any abutters who are using Church property without permission and work together on response, as needed.
- § Identify maintenance and capital improvement priorities in coordination with the Operations Manager, Maintenance Supervisor and the Financial Management Committee.
- § Plan projects for campgrounds workdays in conjunction with the Beautification Committee.
- § Work with the Cottage Committee to address requests from lot lessees about maintaining their property per lease requirements and policy.
- § As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

## **Programs Committee**

**Current Chair:** Missy Quay

**Committee Members:** TBD

**Committee Purpose:** To manage and develop programs and activities that further the purpose of the Campgrounds, including worship opportunities, spiritual development, education, community-building and family enrichment.

### **Committee Responsibilities:**

- § Develop, recruit and facilitate relevant programing informed by the mission of and Long-term Strategic Plan for the Campgrounds, in collaboration with leadership of the Onset Congregation and the New England Mission Center.
- § Establish and maintain the summer season calendar of activities, coordinating with the Onset Congregation, the New England Mission Center and other 3rd parties who schedule activities on the Campgrounds (e.g., Reunion, retreats, Spiritual Life Center events, etc.).
- § Propose and coordinate the accomplishment of Campground summer activities that respond to the needs and interests of the entire community including arranging for organizers/staff (whale watch, movie nights, game nights, campfires, crafts, recreation, etc.); ensure program is well-marketed to everyone on campgrounds.
- § Hire and manage Summer Program Director, including creating or updating job description, recruitment, selection, training/orientation/setting clear expectations, supervision and post-program review.
- § Create application for grants from Carolyn Pratt Creative Arts Fund, oversee the approval process for grants, and coordinate with Treasurer regarding funding.
- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.

### **Cross-Committee Collaborations:**

- § Ensure that the calendar is included in appropriate publications and posted on the Campgrounds website in coordination with the Communications Chair.
- § As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

**Rentals Committee:**

**Current Chair:** Lance Carter

**Committee Members:** Jean Holmes, Marc Pratt

**Committee Purpose:** In compliance with all relevant OBOT policies and procedures, manage all aspects of church-owned short- and long-term rental property, assist cottage owners who rent out their cottages, and ensure that owners of property abutting the Campgrounds do not use Campgrounds property without permission (lease) and payment.

**Committee Responsibilities - General:**

- § Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- § Ensure compliance with the OBOT *Church Facility Rentals* Policy, the *Long-Term Apartment Rentals* Policy and the *Trailer Site Rentals* Policy as enacted and amended, and all relevant local, state and federal laws and regulations.
- § Maintain a list and rates for all church-owned rental properties, including camp sites and land use rental rates for abutting properties.
- § Maintain copies of leases for all Church-owned long-term apartment rentals and abutters.
- § Make recommendations to the Board, annually, on both long-term and short-term rental rates and the basis for calculating increases, which may include, property size/amenities, cost of living index, inflation rate, maintenance costs, comparison rates, input from the Financial Management Committee and the Treasurer, and other factors deemed important and relevant.
- § Make recommendations to the Board on change of use for properties, e.g., to change a short-term rental to long-term or vice versa, to exercise first right of refusal to purchase properties, or to sell rental properties.
- § Provide budget input related to church-owned rental properties and facilities.
- § Ensure Treasurer has copies of all abutter and long-term leases so that rent may be billed and monitored; provide copy to Secretary for filing.

**Committee Responsibilities – Rental Management:**

- § Establish and maintain written procedures, phone numbers, websites, email addresses and other contact information needed for managing rentals.
- § Make recommendations to the Board for improvements, supplies and furnishings for rentals.
- § Establish rules of use for rentals, including long-term apartment rentals, short-term rentals, campsites, and group facilities (e.g., recreation center, tabernacle, youth chapel).

**Committee Responsibilities – Abutting Properties**

- § Prevent adverse possession problems by attending to abutting properties, including:
  - Maintain documentation of addresses abutting Campgrounds property, owners' names, current agreements (i.e., will not use Campgrounds property or has lease to use Campgrounds property and monthly or annual rate).
  - Track payment of rent by abutters using Campgrounds land; ensure new leases are entered into and enforced when abutters sell their property.
  - Regularly report to Board the status of each lessee's compliance or non-compliance, with recommendations for action if non-compliant.

- Take legal action as directed by Board/World Church

### **Cross-Committee Collaborations**

#### **§ In collaboration with the Operations Committee:**

- establish personnel requirements to manage all rentals, and associated costs.
- hire, manage and supervise all contractors, employees and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations; approve time sheets, or delegate approval.
- designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
- designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
- designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
- take action when abutters who do not have a lease agreement encroach on Campgrounds property.
- ensure all rental properties are safely and properly maintained.

#### **§ In collaboration with the Financial Management Committee:**

- track statistics and financial receipts for usage of all church-owned rental facilities.
- monitor maintenance costs of rental units and provide input into budget.

#### **§ Work with Communications & Marketing Committee to:**

- ensure information posted on website related to rentals is clear, correct, and up to date.
- advertise and market rental opportunities.

#### **§ Work with the Governance Committee:**

- to review and update leases for long-term rentals and applications / reservation forms for short-term rentals based on changes in law, OBOT policy, etc, annually, or more often as needed.
- to revise existing policies and forms or to draft new policies, procedures or forms related to committee work, as needed.

## **Ad-Hoc Committees:**

### ***Ad Hoc* Campgrounds Reopening Committee Cook**

**Current Chair: Jay**

**Established May 15, 2021**

**Estimated timeframe for committee work – six months**

**Committee Members:** Mal Booth, Jaime Green, Lance Carter, Missy Quay,  
Barbara Soby, Gloria Mitchell

**Committee Purpose:** To create, receive World Church approval for, and implement a plan and guidelines to safely and responsibly re-open the campgrounds by July 1, 2021 in the context of the on-going, but abating, COVID-19 pandemic.

#### **Committee Responsibilities:**

- § Identify OBOT policies, federal, state, and World Church regulations relevant to committee's work to ensure compliance.
- § Effectively staff the role of on-the-grounds OBOT Health Officer for 2021, who will perform the duties described in the approved Re-Opening Plan and Guidelines. This probably entails having three individuals who can fulfill this role.
- § Craft a re-opening plan that addresses all the relevant requirements of the World Church for re-opening churches and campgrounds during the COVID-19 pandemic; work with world church representatives to gain approval for the Re-Opening Plan no later than June 25, 2021.
- § Craft Guidelines, requirements, checklists, signs and any other documents necessary to implement the approved plan; to be attached to the Re-Opening Plan for approval.
- § Create visuals, social media posts and other materials to communicate safety messages and requirements for hosting and participating in organized activities on the campgrounds.
- § Regularly monitor the community health situation (e.g., COVID cases in Plymouth county, MA), and guidance from the World Church and the Commonwealth related to COVID-19 restrictions; update the Guidelines and forms accordingly, whether tightening or easing restrictions, within the confines of the approved Plan.
- § Fulfill the steps required of the OBOT in the approved Guidelines, e.g., providing hand sanitizing stations, etc.

#### **Cross Committee Collaborations:**

- § Collaborate with the Rentals Committee and Operations Committee in the development of the Re-Opening Plan and Guidelines.
- § As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.
- § Collaborate with the Communications & Marketing Committee to ensure the Onset Campgrounds Community is kept up-to-date on progress, decisions, and actions regarding re-opening.

**This Document describes the responsibilities of each of the Officers and each committee of the Onset Board of Trustees in 2021.**

## *Officers of the Onset Board of Trustees* 2021

**Officers required by, and as described in, the OBOT By-Laws, with additional specific responsibilities by policy or by assignment noted in italics:**

**Chair:** Kristin Carter Smith

The Chair shall preside at all meetings of the Board, fill Board vacancies, and supervise the proceedings of the Board, its officers, committees and activities. *By policy, the Chair must countersign and date all leases and send the fully executed copies to all parties.*

**Vice Chair:** Jay Cook

The Vice Chair shall assist the Chair in the discharge of duties and responsibilities and shall serve as Chair in the absence of the Chair.

**Treasurer:** Nancy Cornish

The Treasurer shall oversee all fiscal and financial activity within the Board's responsibility. This shall include the collection of fees, charges, assessments, rents, and other income; the safeguard and proper disbursement of funds, the maintenance of bank accounts, investment accounts, and reserve funds. The Treasurer shall cause the accounts to be audited annually, and reports created as required for the Board and the Onset Conference, annually, or as otherwise directed by the Chair. *The Treasurer also chairs the Financial Management Committee.*

**Secretary:** Barbara Soby

The Secretary shall record minutes of meetings and provide custodianship and security of records and materials of the Board. *By policy, the Secretary keeps the Potential Housing List up to date but can delegate this task to a designated List Coordinator. The Secretary also corresponds with residents and others, at the direction of the Chair, and chairs the Cottage Committee.*

## *Standing and Ad-Hoc Committees*

**Standing Committees** were created in an effort to comply with the requirements placed on the Board in the Bylaws of Governance. While a Board Member must Chair the Committee, any member of the Onset Conference is welcome to serve on any Committee for any amount of time or even to assist in the completion of a specific project undertaken by a Standing Committee. If you wish to join any of the Standing Committees mentioned above, please contact the Committee Chair.

**Ad-hoc Committees** are, by definition, temporary Committees created for a specific purpose and are dissolved either after a specific time period or upon completion of a specific task or set of tasks. OBOT Policy on Ad Hoc Committees dated 10/30/2010 requires each committee to include, at minimum, one Board of Trustees liaison, one person to chair committee meetings, and one person to keep minutes. Committees must inform the Board, 3 days in advance of the date, time and location of the meeting and an expected agenda. All committees will keep and maintain a record of their meetings.



Recommendations for Committees March 2021

## **Standing Committees:**

### **Beautification Committee:**

**Current Chair: Bill Walton**

**Committee Members:** Charlotte Brousseau, Sylvia Armeson, Mal Booth, Nancy Miller

**Committee Purpose:** Maintain and improve the landscape of the common areas of the Campgrounds while blending with the natural beauty of the area, in compliance with OBOT policies, including the Beautification of Common Areas Policy issued March 10, 2007, the Town of Wareham Conservation Commission requirements, and all relevant laws and regulations.

### **Committee Responsibilities:**

- Identify OBOT policies, federal, state and local regulations relevant to committee's work to ensure compliance.
- Maintain existing mulch beds and otherwise landscaped beds on common areas of the Campgrounds, including Serenity Park.
- Approve and oversee any new or replacement plantings placed in any common areas of the Campgrounds.
- Submit plans to plant indigenous trees to replace trees removed due to damage or disease to the Operations Manager or the Board, as necessary, for approval.
- Submit plans to remove invasive species of plants, shrubs and trees and replace with indigenous species to the Operations Manager or the Board as appropriate.
- Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

### **Cross Committee Collaborations:**

- Plan projects (ranking, etc.) for campground workdays, in conjunction with the Operations Committee.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

**Charitable Concerns Committee:**

Current Chair: Rick Moulton

**Committee Members:** Michael Langford, Bill Brousseau

**Committee Purpose:** Assist persons/families in need, in compliance with all relevant OBOT policies and procedures, including the *Charitable Concerns Policy* dated March 2, 2019.

**Committee Responsibilities:**

- Identify Community of Christ (World Church) and OBOT policies relevant to committee's work to ensure compliance.
- Determine methods of outreach and identifying need.
- Establish requirements for receiving monetary assistance.
- Determine scope of outreach (e.g., Campgrounds, town, Onset Conference....).
- Work with the Treasurer to stay within current budget and plan for future budgeting requirements.

**Cross Committee Collaborations:**

- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- Work with Financial Management Committee, as needed or requested.

## **Communications & Marketing Committee**

**Chair: Jaime Green**

**Committee Members:** Rick Moulton, Laura King, Kristin Carter Smith

**Committee Purpose:** To provide all campground marketing and communications to the entire community including cottage owners, Onset Conference, and New England Mission Center members and other people with an interest in the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

### **Committee Responsibilities:**

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Ensure proper use of photo release forms before posting people's photos on Campgrounds website or any Board-sponsored social media.
- Identify marketing and advertising media/venues (e.g., website, social media, world church platforms, newsletters, etc.) appropriate for various needs.
- Maintain a list of cottage owners, Onset Conference members, Mission Center and regular Onset Campgrounds visitors/stakeholders with appropriate contact information.
- Create and distribute regular newsletter and various communications of the Board and determine a schedule for distribution.
- Maintain website, ensuring information is up to date and accurate.
- Develop and disseminate marketing materials/messages as directed by the Board.
- Under the direction of the Board Chair and/or Secretary, timely distribute official OBOT agendas, minutes, reports and other documents, including updated Potential Cottage Owners Lists, Trustees Contact Information and Responsibilities List, and Committee Information with invitations to serve on committees.

### **Cross Committee Collaborations:**

- Distribute calendar (s) of events/activities created by Program Committee via email, newsletter, door-to-door flyers, website, social media, etc.
- Post updated versions of "The Potential Housing List" on the website upon receipt from the Cottage Committee.
- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.
- Work with the Rentals Committee to advertise and market long and short-term rental opportunities and to keep information posted on the website related to rentals clear, correct and up-to-date.
- Work with the Cottage Committee to keep cottage owners informed of requirements for renting out their cottages/houses short or long-term.
- Work with the Governance Committee to post policies, procedures, regulations and forms on the website in an accessible, searchable format, updating on a timely basis as needed.

**Cottage Committee:**

Current Chair/Secretary: Barbara Soby

**Committee Members:** Designated Potential Housing List Coordinator/Laura King

**Committee Purpose:** In compliance with all relevant World Church and OBOT policies and procedures, manage the processes and paperwork related to the sale and transfer of privately owned dwellings on the Campgrounds, the transfer of Campground lot leases, and the renting out of privately owned cottages, to promote fair access for church members to purchase, transfer, exchange and rent out their cottages. Monitor all lessees for compliance with lease requirements.

**Committee Responsibilities:**

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Manage "The Potential Housing List", working with the Treasurer to send out invoices to people on The List on an annual basis.
- Execute established process on all Lot Lease transfers, ownership transfers, and cottage sales.
- Report the status of ownership and Lot Lease transfers, cottage sales, availability of properties, and list changes to the Board and interested parties.
- Store Lot Leases securely, updating records as needed per the *Lease Signing Process for New Land Lot Lessees* policy.
- Monitor Lot lessees for compliance with lease requirements.
- Serve as first point of contact for cottage owners who want to rent out their cottages short-term or long-term, promoting compliance with applicable OBOT policies and state and local requirements.
- Monitor private rentals for compliance, including terms of Lot Lease for long-term rentals, having proper insurance in place to be rented out, registering with authorities as a rental, annual town inspections/rental certification, and paying required sales tax.
- Monitor private rentals for compliance with relevant OBOT policies, including but not limited to:
  - *Town of Wareham Board of Health Inspection Regulations for Cottage Rentals* Policy
  - *Long-Term Leasing/Renting of Privately Owned Dwellings* Policy
  - *Assessment Fee* (tithing) Policy.

**Cross Committee Collaborations:**

- Work with Treasurer to track payment of cottage 'tithing' by cottage owners who rent out their property.
- Work with the Communications and Marketing Committee to keep cottage owners informed of requirements for renting out their homes short- or long-term.
- Provide updated versions of "The Potential Housing List" to the Communications & Marketing Committee for uploading to the website, whenever changes to The List are made.
- Work with Operations Committee to address requests from lessees about maintaining their property per lease requirements and policy.
- Work with the Financial Management Committee to keep up-to-date the list of people who rent out their cottages.
- As needed, revise existing policies and procedures or draft new policies or procedures related to committee work in collaboration with Governance Committee.

**Financial Management Committee:** Current Chair/Treasurer: Nancy Cornish

**Committee Members:** Lance Carter, Laura King, Jay Cook, Dale Booth, Bill Walton

**Committee Purpose:** To manage, protect and enhance the fiscal assets of the Onset Campgrounds, in compliance with all relevant OBOT policies and procedures.

**Committee Responsibilities:**

- Identify Community of Christ (World Church) and OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Establish/maintain procedures to account for all revenues and expenses.
- Establish/maintain financial controls.
- Address and resolve problem financial situations with the OBOT.
- Recommend sale or removal of nonessential assets.
- Recommend appropriate investment policies to the Board.
- Facilitate Board compliance with fiscal policies, including but not limited to, the *Minimum On-Hand Funds Policy* (3/1/2008) and the *Payment Plans to Assist Homeowners Policy* (11/18/2006).
- Every five years, beginning in 2021:
  - inspect and review records pertaining to Campground assets and prior capital expenditures, including the Advisory Report prepared in 2010-11 to determine the remaining useful life of such items.
  - establish the estimated costs to replace capital items such as roofs, water heaters, boilers, etc, based on the determined remaining useful life.
  - provide a final report the Board of Trustees to provide guidance on the remaining useful life of Campground assets and the cost of their replacement with a long-term plan including recommendations and procedures for budgeting and replacement of capital assets as needed and necessary.

**Cross Committee Collaborations:**

- Annually, and as needed, consult with every Committee Chair to prepare the budget and to make changes if needed.
- Work with the Cottage Committee to keep a list of people who rent out their cottages.
- Advise other committees as needed or requested, to ensure compliance with budget-related portions of relevant policies, including but not limited to:
  - The Beautification Committee re: *Beautification of Common Areas Policy* (3/10/2007)
  - The Charitable Concerns Committee Re: *Charitable Concerns Policy* (3/2/2019)
  - The Cottage Committee re: *Assessment Fee [Tithing] to Owners who Rent Policy* (4/18/2008)
- Advise and assist the Long-Term Planning & Utilization Committee with determining financial requirements and revenue opportunities for any strategic initiatives, facilities or programs they are considering.
- In collaboration with the Rentals Committee, track statistics and financial receipts for usage of all church-owned rental facilities and monitor maintenance costs of rental units and provide input into budget.

- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

## **Governance Committee:**

Current Chair: Jay Cook

**Committee Members:** Barbara Soby

**Committee Purpose:** To propose or assist others in proposing to the Board of Trustees new or revised regulations, policies, procedures, and forms and/or amendments to promote the fair and transparent governing of the Campgrounds.

### **Committee Responsibilities:**

- Identify Community of Christ (World Church), OBOT policies, State laws, and federal, state and local regulations relevant to committee's work and the functioning of the campgrounds to ensure compliance.
- Ensure continuous compliance with various Policies as implemented and/or amended by the Board, including those specific to other Committees.
- Provide leadership on addressing legal structure and other legal issues in cooperation with the Church's legal department.
- On a bi-annual basis, or more frequently if need arises, review the following documents and make recommendations for changes to improve clarity, to ensure alignment with laws, regulations, or World Church guidance, and to promote the purpose and health of the Campgrounds community.
  - Lease (in even-numbered years)
  - Campgrounds Regulations (in even-numbered years)
  - Bylaws (in even-numbered years)
  - Existing policies and forms (in odd-numbered years)
- Propose new policies and/or enabling forms based on requests from, or needs of, the Board and its committees.
- Create and maintain tools (e.g., manuals, procedures, materials) to guide, orient and train Trustees generally, and for specific roles, including Chair, Treasurer, Secretary and Committee Chair.
- Provide Governance-perspective input into long-range plan.
- As needed, assist in the development of *ad hoc* committees, based on Board discussions and if deemed appropriate, ensuring each description is clear and concise and that the purpose and responsibilities of each committee create a cohesive charge for committee members. Help sunset ad hoc committees which have met their agenda or are no longer relevant.

### **Cross Committee Collaborations:**

- As requested or needed, assist other committees with making changes to policies, procedures or forms, or drafting new policies, procedures or forms.
- Work with the Communications and Marketing Committee to provide and maintain easily accessible, up-to-date policies, procedures, regulations, and forms in user-friendly, searchable form.
- In collaboration with other committees, undertake special strategic and financial projects as requested.
- Annually, work with each committee chair to review and update Committee Descriptions and set annual goals and tactics.

**Long-Term Planning & Utilization Committee:      Current Chair: Jay Cook**

**Committee Members:** TBD - *actively recruit members from the entire community with attention to inclusion, broad range of perspectives and ability to make progress on goals. Utilize sub-committees and open forums*

**Committee Purpose:** To provide structure for strategic planning for the long-term utilization of the Campgrounds in alignment with the Mission of the Community of Christ.

**Committee Responsibilities**

- Develop and keep current the **Onset Campgrounds Strategic Plan**. This may include:
  - reviewing any earlier plans (including circa 2010-11)
  - Identifying any existing vision or mission statements, enduring principles or widely shared views and discuss their continued applicability or need for increased visibility
  - conducting a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis
  - brainstorming, then refining, organizing and prioritizing possible ways in which the Campgrounds can continuously improve spiritually, physically/financially, and as a Zionite community, and in any other aspects identified
  - soliciting input from those currently served by the Onset Board (cottage owners, visitors, congregations within the NE Mission Center, and NE Mission Center leadership) to identify expectations, desires, concerns, and recommendations (through surveys, focus groups or other means).
- Identify the highest strategic priorities and establish sub-committees of interested / committed / competent individuals to move forward on these high priority actions.
- Make formal recommendations to OBOT and the Onset Conference for specific actions, procedures, policies, etc. to help ensure the long-term health and wellbeing of the Campgrounds and the campgrounds community.
- Encourage donations of money and physical assets to the grounds, focusing on areas of greatest need.
- Create proposals to make best use of all 65 acres and time frame.
- Study alternatives to improve year-round utilization of the campgrounds.
- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance

**Cross Committee Collaborations:**

- Work with the Financial Management Committee to determine financial requirements / revenue opportunities for any strategic initiatives, facilities or programs.
- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.



## **Operations Committee:**

**Current Chair:** Kristin Carter Smith

**Committee Members:** Dale Booth

**Committee Purpose:** To maintain and improve the buildings and property of the Campgrounds, in compliance with all relevant OBOT policies and procedures. The Operations Committee Chair has been delegated executive authority by the Board to fulfill the committee's responsibilities, as defined by Board policies.

### **Committee Responsibilities:**

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance, particularly Church Risk Management requirements and the *Operations Expenditures* Policy as enacted by the Board on October 27, 2007.
- Work with the Treasurer to establish maintenance budgets/schedules/procedures for the physical upkeep of all grounds and church-owned facilities. This includes common area landscaping and lawn care when completed by employee-staff and not an outside vendor-contractor.
- Serve as the initial point of contact with Lot Lessees to answer questions and resolve issues regarding alterations to their premises and/or leased land.
- Provide permit authorization letters, or referral to the full Board, for work requested by Lot Lessees as authorized in the *Building Permit* policy.
- Provide tree trimming/removal permission letters for work requested by Lot Lessees as authorized in the *Taking Down – Trimming Trees on Leased Premises* policy.
- Obtain and recommend renewal and/or replacement vendor contracts for regular and intermittent services for waste removal/recycling; tree trimming &/or removal; asphalt repair/maintenance (including roads and tennis courts); snow plowing/shoveling & other snow removal; and common area landscaping as required or requested and provide to Board for approval.
- Inspect/Monitor quality of vendor work for adherence to contracts.
- Schedule removal of snow from roadways, walkways and other areas as required after snowfall to be completed by employee-staff and/or contracted vendors as needed.
- Periodically examine asphalt surfaces/hardscapes (including roads and tennis courts) and recommend repair/maintenance to the Board, as needed.
- Annually inspect common area trees for trimming and/or removal due to damage or disease and schedule for spring and/or fall as needed, including authorized requests from Lot Lessees.
- Monitor and maintain the undeveloped 'back lot', maintaining or replacing posted "No Trespassing" signs, or taking other actions as needed or requested by Board.
- Monitor need for security and arrange as needed or requested by Board.
- Maintain a list and description of all church-owned buildings and all equipment.
- Recommend capital improvement projects to be considered by the Board.
- Obtain and present bids on capital projects or maintenance projects to the Board for the Board's consideration as required by the *Operations Expenditure* Policy.
- Provide access to all buildings and equipment as needed to ensure their proper functioning and safety

- Perform or provide for ongoing maintenance of church-owned short-term rentals, including hutments, Recreation Center, Youth Chapel, Muddy Cove Retreat Center, tabernacle and campsites.

**Cross Committee Collaborations:**

- In collaboration with the Rentals Committee:
  - establish personnel requirements to manage all rentals, and associated costs.
  - hire, manage and supervise all contractors, maintenance employees, landscapers, and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations.
  - perform or provide for maintenance and remodeling necessary for church-owned long-term rentals.
  - designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
  - designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
  - designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
  - ensure all rental properties are safely and properly maintained.
- Bring to the attention of the Rentals Committee, any abutters who are using Church property without permission and work together on response, as needed.
- Identify maintenance and capital improvement priorities in coordination with the Operations Manager, Maintenance Supervisor and the Financial Management Committee.
- Plan projects for campgrounds workdays in conjunction with the Beautification Committee.
- Work with the Cottage Committee to address requests from lot lessees about maintaining their property per lease requirements and policy.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.

## **Programs Committee**

**Current Chair:** Missy Quay

**Committee Members:** TBD

**Committee Purpose:** To manage and develop programs and activities that further the purpose of the Campgrounds, including worship opportunities, spiritual development, education, community-building and family enrichment.

### **Committee Responsibilities:**

- Develop, recruit and facilitate relevant programing informed by the mission of and Long-term Strategic Plan for the Campgrounds, in collaboration with leadership of the Onset Congregation and the New England Mission Center.
- Establish and maintain the summer season calendar of activities, coordinating with the Onset Congregation, the New England Mission Center and other 3rd parties who schedule activities on the Campgrounds (e.g., Reunion, retreats, Spiritual Life Center events, etc.).
- Propose and coordinate the accomplishment of Campground summer activities that respond to the needs and interests of the entire community including arranging for organizers/staff (whale watch, movie nights, game nights, campfires, crafts, recreation, etc.); ensure program is well-marketed to everyone on campgrounds.
- Hire and manage Summer Program Director, including creating or updating job description, recruitment, selection, training/orientation/setting clear expectations, supervision and post-program review.
- Create application for grants from Carolyn Pratt Creative Arts Fund, oversee the approval process for grants, and coordinate with Treasurer regarding funding.
- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.

### **Cross-Committee Collaborations:**

- Ensure that the calendar is included in appropriate publications and posted on the Campgrounds website in coordination with the Communications Chair.
- As needed, revise existing policies or draft new policies or procedures related to committee work in collaboration with Governance Committee.

## **Rentals Committee:**

**Current Chair:** Lance Carter

**Committee Members:** Jean Holmes, Marc Pratt

**Committee Purpose:** In compliance with all relevant OBOT policies and procedures, manage all aspects of church-owned short- and long-term rental property, assist cottage owners who rent out their cottages, and ensure that owners of property abutting the Campgrounds do not use Campgrounds property without permission (lease) and payment.

### **Committee Responsibilities - General:**

- Identify Community of Christ (World Church) policies, OBOT policies, State laws, and federal, state and local regulations relevant to committee's work to ensure compliance.
- Ensure compliance with the OBOT *Church Facility Rentals* Policy, the *Long-Term Apartment Rentals* Policy and the *Trailer Site Rentals* Policy as enacted and amended, and all relevant local, state and federal laws and regulations.
- Maintain a list and rates for all church-owned rental properties, including camp sites and land use rental rates for abutting properties.
- Maintain copies of leases for all Church-owned long-term apartment rentals and abutters.
- Make recommendations to the Board, annually, on both long-term and short-term rental rates and the basis for calculating increases, which may include, property size/amenities, cost of living index, inflation rate, maintenance costs, comparison rates, input from the Financial Management Committee and the Treasurer, and other factors deemed important and relevant.
- Make recommendations to the Board on change of use for properties, e.g., to change a short-term rental to long-term or vice versa, to exercise first right of refusal to purchase properties, or to sell rental properties.
- Provide budget input related to church-owned rental properties and facilities.
- Ensure Treasurer has copies of all abutter and long-term leases so that rent may be billed and monitored; provide copy to Secretary for filing.

### **Committee Responsibilities – Rental Management:**

- Establish and maintain written procedures, phone numbers, websites, email addresses and other contact information needed for managing rentals.
- Make recommendations to the Board for improvements, supplies and furnishings for rentals.
- Establish rules of use for rentals, including long-term apartment rentals, short-term rentals, campsites, and group facilities (e.g., recreation center, tabernacle, youth chapel).

### **Committee Responsibilities – Abutting Properties**

- Prevent adverse possession problems by attending to abutting properties, including:
  - Maintain documentation of addresses abutting Campgrounds property, owners' names, current agreements (i.e., will not use Campgrounds property or has lease to use Campgrounds property and monthly or annual rate).
  - Track payment of rent by abutters using Campgrounds land; ensure new leases are entered into and enforced when abutters sell their property.
  - Regularly report to Board the status of each lessee's compliance or non-compliance, with recommendations for action if non-compliant.

- Take legal action as directed by Board/World Church

### **Cross-Committee Collaborations**

- In collaboration with the Operations Committee:
  - establish personnel requirements to manage all rentals, and associated costs.
  - hire, manage and supervise all contractors, employees and volunteers engaged in the Committee's processes, providing a clear scope of work or job description, including clear chain of command, to each, updating employee job descriptions as needed, and ensuring work meets expectations; approve time sheets, or delegate approval.
  - designate/assign management of reservations and rental applications of all church-owned short-term rentals, including the Muddy Cove Retreat Center, hutments, cottages, campsites, and group facilities.
  - designate/assign/hire rental manager who will collect, record and deposit all rental fees and submit proper accounting documentation to the Treasurer.
  - designate/assign/hire rental manager to provide support to renters while on the grounds, check-in, provide keys, replenish supplies, communicate and enforce rules of use, etc.
  - take action when abutters who do not have a lease agreement encroach on Campgrounds property.
  - ensure all rental properties are safely and properly maintained.
- In collaboration with the Financial Management Committee:
  - track statistics and financial receipts for usage of all church-owned rental facilities.
  - monitor maintenance costs of rental units and provide input into budget.
- Work with Communications & Marketing Committee to:
  - ensure information posted on website related to rentals is clear, correct, and up to date.
  - advertise and market rental opportunities.
- Work with the Governance Committee:
  - to review and update leases for long-term rentals and applications / reservation forms for short-term rentals based on changes in law, OBOT policy, etc, annually, or more often as needed.
  - to revise existing policies and forms or to draft new policies, procedures or forms related to committee work, as needed.

## **Ad-Hoc Committees:**

### ***Ad Hoc Campgrounds Reopening Committee*** **Cook**

**Current Chair: Jay**

**Established May 15, 2021**

**Estimated timeframe for committee work – six months**

**Committee Members:** Mal Booth, Jaime Green, Lance Carter, Missy Quay,  
Barbara Soby, Gloria Mitchell

**Committee Purpose:** To create, receive World Church approval for, and implement a plan and guidelines to safely and responsibly re-open the campgrounds by July 1, 2021 in the context of the on-going, but abating, COVID-19 pandemic.

#### **Committee Responsibilities:**

- Identify OBOT policies, federal, state, and World Church regulations relevant to committee's work to ensure compliance.
- Effectively staff the role of on-the-grounds OBOT Health Officer for 2021, who will perform the duties described in the approved Re-Opening Plan and Guidelines. This probably entails having three individuals who can fulfill this role.
- Craft a re-opening plan that addresses all the relevant requirements of the World Church for re-opening churches and campgrounds during the COVID-19 pandemic; work with world church representatives to gain approval for the Re-Opening Plan no later than June 25, 2021.
- Craft Guidelines, requirements, checklists, signs and any other documents necessary to implement the approved plan; to be attached to the Re-Opening Plan for approval.
- Create visuals, social media posts and other materials to communicate safety messages and requirements for hosting and participating in organized activities on the campgrounds.
- Regularly monitor the community health situation (e.g., COVID cases in Plymouth county, MA), and guidance from the World Church and the Commonwealth related to COVID-19 restrictions; update the Guidelines and forms accordingly, whether tightening or easing restrictions, within the confines of the approved Plan.
- Fulfill the steps required of the OBOT in the approved Guidelines, e.g., providing hand sanitizing stations, etc.

#### **Cross Committee Collaborations:**

- Collaborate with the Rentals Committee and Operations Committee in the development of the Re-Opening Plan and Guidelines.
- As needed, work with the Governance Committee to revise existing policies or draft new policies or procedures related to committee work.
- Collaborate with the Communications & Marketing Committee to ensure the Onset Campgrounds Community is kept up-to-date on progress, decisions, and actions regarding re-opening.

## **Onset Campgrounds Health Officer**

### **Job Description**

May 26, 2021

The Onset Campgrounds Health Officer (CHO) is a position required in the Onset Campgrounds Re-Opening Plan. It is a volunteer position expected to be held by at least one person at any given time to provide in-person coverage for the entire 2021 summer season and into the fall if needed.

The CHO will have administrative responsibility for implementing the Onset Campgrounds Re-opening Plan. This includes:

- Reviewing Organized Activity requirements with Facility Requestors, ensuring the Facility Requestor understands and will comply with the requirements, and approving or denying requests
- Training and managing Event Health Officers (EHOs)
- Ensuring proper signage is posted
- Working with EHOs and event organizers for properly:
  - Opening up (unlocking) facilities for Organized Activities, opening all windows and turning on all ceiling fans
  - Setting up hand sanitizing stations prior to indoor Organized Activities
  - Making disposable masks available at indoor Organized Activities for any participants who may have forgotten theirs
  - Properly securing all facilities following Organized Activities
  - Ensuring outdoor areas are marked off/sign-posted as “reserved” for all outdoor Organized Activities
  - Ensuring proper cleaning and disinfecting procedures are followed by Facility Requestors and EHOs
- Ensuring proper documentation is available for contact tracing to be completed if a case of COVID is identified among participants of an Organized Activity on the campgrounds
- Ensuring a supply of Disinfecting Wipes is available in the Laundry Room at all times
- Managing required documentation
- Taking any necessary actions when regulations or infection rates change
- Providing any reporting to the church or government that may be required
- Understanding all policies and procedures that are in effect and properly communicating them to others as necessary
- Being available to event and activity organizers and EHOs to answer questions and facilitate their safe operation

Jay Cook will serve as Lead CHO, will provide initial orientation training to CHOs and will serve as an on-going resource to all other CHOs.

# ONSET CAMPGROUNDS

PO Box 893

Onset, MA 02558

Marilyn Booth (508) 728-7721 or Dale Booth (508) 789-6552 Email: [marilynbooth@comcast.net](mailto:marilynbooth@comcast.net)

## Facility Request Form

*Currently (due to COVID-19) group facilities on the Onset Campgrounds  
may only be reserved by members of the Community of Christ.*

Church members interested in using a group facility on the Campgrounds to host an organized activity or event should contact Marilyn (Mal) Booth at the email or phone number above to discuss the availability of facilities and the additional requirements Renters/Hosts must meet to prevent the spread of COVID-19. Following that discussion, if you want to proceed with the rental, complete this form and submit it to Mal based on the instructions she provides.

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_ (if non-consecutive, note specific dates under arrival date)  
Organization/Person Hosting the Event or Activity: \_\_\_\_\_ Tele. No. \_\_\_\_\_  
Organization/ Host Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Tele. No. \_\_\_\_\_  
Mailing Address \_\_\_\_\_

### Facilities Requested (check all facilities requested):

<input type="checkbox"/> Recreation Center (without Kitchen) with heat: \$250/day	No. of days _____ X Rate _____ = _____
<input type="checkbox"/> Recreation Center (without Kitchen) without heat: \$150/day	No. of days _____ X Rate _____ = _____
<input type="checkbox"/> Check here if you want tables & chairs set up in the rec hall: no fee	
<input type="checkbox"/> Chapel with heat: \$150/day	No. of days _____ X Rate _____ = _____
<input type="checkbox"/> Chapel without heat: \$100/day	No. of days _____ X Rate _____ = _____
<input type="checkbox"/> Tabernacle: (no heat; no restrooms) \$100/day	No. of days _____ X Rate _____ = _____
<input type="checkbox"/> Restrooms near the Tabernacle: cleaning fee only (this is an option with rental of Tabernacle & some outdoor spaces)	No. of days _____
<input type="checkbox"/> Ball Field for Outdoor Event: No fee	No. of days _____ X Rate _____ = <u>\$0</u>
<input type="checkbox"/> Other outdoor space (see rental mgr about options): No fee	No. of days _____ X Rate _____ = <u>\$0</u>
<input type="checkbox"/> Rec Center bathrooms: cleaning fee only (this is an option with rental of outdoor space)	No. of days _____

**SUBTOTAL \$** \_\_\_\_\_

REQUIRED CLEANING FEES: \$100 per facility

No. of facilities reserved X \$100 = \$ \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

### Terms & Conditions (Note terms have changed due to COVID-19):

- All activity hosts (facility renters) will be required to work with the Campgrounds Health Officer (CHO) to ensure that health and safety guidelines are followed. **All reservation requests are subject to CHO Approval and cancellation.**
- All guests / participants in your group activity or event must be vaccinated against COVID-19 or have had a negative COVID test result within 72 hours of participating.
- No pets are allowed in any of the campgrounds group facilities.
- No smoking is allowed in any of the buildings. *An additional cleaning fee of \$200 will be charged to the Event Host/Facility Requestor if any guests are found smoking in any campground facility.*
- No alcoholic beverages or recreational drugs, including marijuana in any form, are permitted in any of the facilities.
- While the Tabernacle can seat 250 and the Chapel and Rec Hall can each seat 120, due to COVID-19 there are restrictions on gatherings. Ask the Rental Manager for the current limits.

**PAYMENT: A deposit of one half the fee must accompany this request.** If the request is denied, the fee will be returned **or the Board of Trustees cancels the reservation.** The renter agrees that if, for any reason, the scheduled function is cancelled **by the renter** more than thirty (30) days before the date of the function; there will be a refund of fifty percent of the deposit. However, if the scheduled function is cancelled **by the renter** within thirty (30) days of the date of the function, then one hundred percent of the deposit will be forfeited.

### MAKE CHECKS PAYABLE TO: ONSET BOARD OF TRUSTEES

(Below for Rental Manager use ONLY)

Facilities Used (circle those that apply):

Rec Hall    Rec Hall Bathrooms    Chapel    Tabernacle    Tabernacle Restrooms    Ballfield    Other Outdoor Space (Specify)  
Paid by: \_\_\_\_\_ Check #: \_\_\_\_\_ Received by: \_\_\_\_\_

Total \_\_\_\_\_ Deposit \_\_\_\_\_ Balance \_\_\_\_\_



# Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



[www.onsetcampground.org](http://www.onsetcampground.org)

## **Guidelines for Personal Use of Onset Campgrounds Facilities** beginning July 1, 2021 until updated or rescinded

**Draft June 8, 2021**

To all members of the Onset Conference, Campgrounds homeowners/lot lessees, and their families: this document provides guidelines for use of Onset Campgrounds facilities for summer & year-round residents, their guests, and other church members hoping to spend time on the campgrounds

The COVID-19 Pandemic has been challenging for everyone, across the world, in so many ways, and our hearts go out to those who may be struggling with long-term effects or who have lost a loved one to the disease. One very personal impact of the pandemic has been the limitations on our ability to gather together with our fellow Saints on the Onset Campgrounds over the past year. We are pleased to have obtained permission from World Church to re-open the Campgrounds beginning July 1, 2021 in a limited and restricted way as the COVID-19 pandemic abates.

**Every member of the Onset Conference, including everyone who owns a house or cottage on the Campgrounds, rents a cottage or apartment on the campgrounds, or would like to gather with their friends and family at Onset this summer should read this document.** It contains the conditions for personal/private use of facilities on the campgrounds and for the short-term rentals (Muddy Cove Retreat Center and Roberts House). A separate document provides the detailed instructions for hosting group activities on the campgrounds using any of the Church-owned facilities. These rules will be in effect until updated or rescinded. This document also provides answers to frequently asked questions.

The OBOT has designated two “Campgrounds Health Officers” (CHOs) – Jay Cook and Charlotte Brousseau. Please see either of them if you have any questions.

**It is important to note, that the world health situation is still in flux. The Onset Board of Trustees will monitor COVID data, and Commonwealth and Church requirements, and will re-close the Campgrounds if deemed necessary for public safety.**

Wishing you a healthy, happy summer,  
The Onset Board of Trustees Re-Opening Committee

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## **Guidelines for Personal/Private Use of The Point and Boat Launch**

**The following Guidelines are in effect starting July 1, 2021 until superseded or rescinded by the Onset Board of Trustees.**

**The campgrounds beach, known as The Point, will be open for private / personal use, as follows:**

Individuals and members of the same household on the Onset Campgrounds may use the beach for typical beach activities, such as building sandcastles, sunbathing, and picnicking, subject to compliance with appropriate social distancing practices from others not within their household who may be at the beach at the same time.

Water sport activities that do not bring participants into close, physical contact or involve sharing equipment are also permitted, provided participants practice adequate social distancing from others outside their own household. Such activities include swimming, kayaking, sailing, paddle boarding, etc.

**The Boat Launch area will be open for private/personal use, as follows:**

No OBOT managed watercraft will be placed out for use in Summer 2021.

Individuals and members of the same household on the Onset Campgrounds may launch their own watercraft (kayaks, canoes, sailboats, paddleboards) from the Boat Launch area subject to appropriate social distancing practices from others not within their household who may be at the Boat Launch at the same time.

### **Both areas:**

If an Organized Activity has been scheduled for the beach (e.g., a baptism) or the Boat Launch (e.g., boat races) the area will be marked off, and only those invited may enter the area.

As always, both of these areas are used at participant's sole personal risk as no lifeguards are provided for any personal use except in conjunction with an Organized Activity.

**Organized Activities** at The Point or using the Boat Launch on the campgrounds must follow the Guidelines and steps described in the document titled, "Guidelines and Application for Hosting In-Person Organized Activities"

## **Guidelines for Personal/Private Use of the Open-Air Facilities**

**The following Guidelines are in effect starting July 1, 2021 until superseded or rescinded by the Onset Board of Trustees.**

The Open Air (outdoor) Church-Owned, OBOT-Managed Facilities on the Campgrounds, including the playground, tennis courts, ballfield, picnic table court, and the gathering area behind the Rec Center are open for private/personal use, as follows:

- The Open-Air Facilities are not open to the general public.
- Outdoor recreational activities and enjoyment of Open-Air Facilities are permitted for personal/private use by homeowners and their guests on the Onset Campgrounds for sitting, playing and picnicking subject to compliance with appropriate social distancing practices.
- Sport activities by an individual or individuals from the same household on the Campgrounds that do not bring participants into close, physical contact with others or involve sharing equipment are also permitted, provided participants practice adequate social distancing from others outside their own household.
- **Organized Activities** using outdoor facilities on the campgrounds must follow the Guidelines and steps described in the document titled, “Guidelines and Application for Hosting In-Person Organized Activities”
- If an Organized Activity has been scheduled for an outdoor facility on the campgrounds, the area will be marked off, and only those invited may enter the area.
- The campgrounds takes no responsibility for cleaning and sanitizing these facilities in between various parties’ personal /private use. Please act accordingly. Use of these facilities is at your own risk.

## **Information on Group Gatherings**

The Onset Board of Trustees has received approval from World Church to allow in-person group gatherings using Church-owned indoor and outdoor facilities under specific terms and conditions. Those terms and conditions, as well as detailed procedures for reserving a facility for a group activity, are spelled out in a separate document, *The Guidelines and Application for Hosting In-Person Organized Activities*. Anyone wishing to hold a group activity in or on a church-owned facility on the Campgrounds must read that document and follow the procedures described.

### **The facilities that may be reserved for in-person group gatherings are:**

- The Rec Center (note: the kitchen will remain closed)
- The Youth Chapel
- The Tabernacle
- The Ball Field or other outdoor areas may also be reserved, such as the Point and the picnic area next to the rec center.

The indoor facilities will remain locked unless a group activity is scheduled. Personal/private use of the indoor facilities is not allowed at this time. At no time will the Rec Center bathroom entry doors directly to the outside be left open or unlocked for access by others not attending an Organized Activity.

### **Examples of group activities include:**

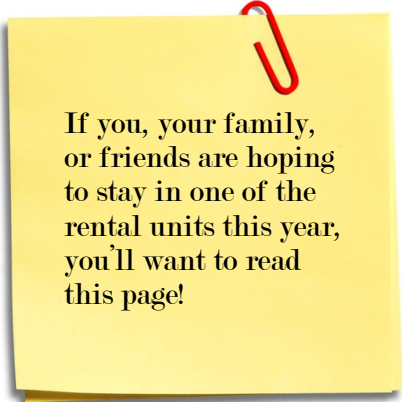
- Educational Activities (e.g., the Jim Cook Seminar, Bible Classes, Priesthood Meetings)
- Spiritual Activities (e.g., in-person worship services, baptism services, memorial services)
- Recreational (e.g., craft classes, softball games or a children's bicycle parade, family reunions, birthday or anniversary celebrations)

People who own or rent houses / cottages on the campgrounds may host group gatherings in their own home or on their leased lot on the Campgrounds, abiding by whatever restrictions or guidance the Commonwealth of Massachusetts has in place at the time of the gathering. (Massachusetts currently has no restrictions on private indoor or outdoor gatherings, but this could change in the future, based on the COVID-19 case rate.)

## **Guidelines for Overnight Rentals – 2021**

**The following Guidelines are in effect starting July 1, 2021 until superseded or rescinded by the Onset Board of Trustees.**

- The eight short term rental units in the Muddy Cove Retreat Center and the two units in the Roberts House will be open beginning July 1, 2021 for short-term rental. The hutments and campsites remain closed.
- The Board's June 28, 2020 Resolution on Short-Term Rentals which limits rentals to church members and those attending organized activities, remains in effect. This year, organized activities are only those that have been approved by the Campgrounds Health Officer.
- Reservations must be made in advance with the Rental Manager. The Reservation Request Form and instructions for submitting it, are available on the Campgrounds website [onsetcampground.org](http://onsetcampground.org), on the Housing Page.
- As always, smoking and the use/consumption of alcohol and recreational drugs, including marijuana in any form, is prohibited in the rental units.
- The OBOT may cancel reservations without notice if COVID-19 requirements for remaining open are not being met.
- No bedding (pillows, sheets, or blankets) or towels will be provided.
- No people from outside the renter's group are allowed inside the rental unit.
- All occupants must conform to any Massachusetts Travel Policy in effect at the time of their arrival.
- All occupants of the rental unit must have either been vaccinated at least two weeks prior to arriving or had a recent negative COVID test before arriving on-grounds and not have any symptoms of COVID or been exposed to someone known to have COVID in the last ten days.
- Any occupant of a rental unit who tests positive for COVID-19 within two weeks after their stay, must inform the Rental Manager.
- Rentals will be scheduled to ensure at least 48 hours of vacancy between guests and all units will be cleaned and sanitized between rentals.



If you, your family, or friends are hoping to stay in one of the rental units this year, you'll want to read this page!

## **Guidelines for Use of the Coin-Op Laundry Facilities**

**The following Guidelines are in effect starting July 1, 2021 unless superseded or rescinded by the Onset Board of Trustees.**

The coin-operated laundry facility located adjacent to the Robert's House will be locked at all times, only open for restricted use by those who meet with the Campgrounds Health Officer and agree to the terms and conditions below.

The Campgrounds Health Officer (CHO) will ensure signage is posted in the facility related to the terms and condition of use and preventing the spread of COVID-19.

The CHO will ensure disinfecting wipes and hand sanitizer are available in the laundry facility.

The CHO will post a sign-up sheet on the door to facilitate safe use of the laundry facility.

Anyone wishing to use the Coin-Op laundry facility must contact the Campgrounds Health Officer, and agree to the terms and conditions of use, in order to receive the access code for entry.

Terms and Conditions of use are:

- Anyone wishing to use the facility must use the sign-in sheet, providing their name and date and time of use. (This will not only ensure one person at a time in the facility, but also allow for contact tracing if needed.)
- A mask must be worn inside the laundry facility at all times.
- Only one person may be in the facility at a time.
- Do not shake dirty clothes before placing in the washing machine.
- Use the hottest temperature appropriate for the load.
- No folding of clothes allowed. Take clothes back to your residence for folding.
- People are discouraged from remaining in the laundry facility while their laundry is in process. However, the Onset Board of Trustees bears no responsibility for lost or stolen items.
- The bathroom in the Laundry Facility will be locked. It may not be used by people using the laundry facilities.
- Anyone who tests positive for COVID-19 within two weeks after using the laundry facility must inform the Campgrounds Health Officer.
- Anyone using the laundry must wipe down anything they have touched with the disinfecting wipes provided. This includes the appliance knobs and doors, as well as the entrance door knobs. A trash can will be placed next to the exit for disposal of the Wipes after use, on your way out.
- Anyone using the facility does so at their own risk.

I acknowledge the receipt of these terms & conditions and agree to full compliance with all requirements related to use of the Campgrounds Laundry Facility.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Onset Campgrounds Reopening Answers to Frequently Asked Questions**

### **Q1. What OBOT-managed facilities are open on the campgrounds for group activities in Summer 2021?**

A1. The Tabernacle, Rec Hall (but not the kitchen), and Youth Chapel are the indoor facilities available for group activities, however occupancy is restricted. Currently, occupancy is limited to approximately 50% Capacity – no more than 100 in the tabernacle, 50 in the Youth Chapel and 50 in the Rec Center. These facilities will only be opened up for specific group activities for which these facilities have been reserved. Those who reserve these facilities must follow the strict Guidelines issued by the OBOT and approved by World Church. Those who wish to host group activities are encouraged to host them outdoors. The outdoor facilities available to reserve for group activities are the Ball Field, the tennis courts, the beach, the boat launch, and the gathering area behind the Rec Center. Currently, no food service is allowed at group activities on the Campgrounds. The Board may cancel reservations with minimal notice if the COVID-19 situation in the US, and particularly in Plymouth County worsens. The occupancy limits and other restrictions may relax over time as the COVID-19 situation improves.

### **Q2. What are the short-term rental options on the Campgrounds in Summer 2021?**

A2. Only the eight short-term rental units in the Muddy Cove Retreat Center and the two units in the Roberts House are available for short term rental this summer. The hutments and campsites will remain closed. No bedding (pillows, sheets or blankets) or towels will be provided for guests. Rentals will be scheduled to ensure at least 48 hours of vacancy between reservations and all units will be cleaned and sanitized between rentals. Reservations may be cancelled at no notice if the COVID-19 situation in Plymouth County worsens. The Board's June 28, 2020 Resolution on Short-Term Rentals, which limits rentals to church members and those attending organized activities, remains in effect. See the *Guidelines for Short-Term Rentals 2021*.

### **Q3. Will there be an OBOT-sponsored summer program, run by OBOT-hired staff in 2021?**

A3. No.

### **Q4. Will the kayaks be available for use?**

A4. No. See the *Guidelines for Personal/Private Use of the Point or Boat Launch Area*.

### **Q5. Can I swim and play at the Point?**

A5. Yes, as described in the *Guidelines for Personal/Private Use of the Point and Boat Launch*.

### **Q6. If I host an organized activity on the Ballfield, following the OBOT's procedures and guidelines, can those who attend my event use the bathroom facilities in the Rec Hall?**

A6. Yes, but only if you have also reserved them (and paid any applicable fee). You must also, then, follow all the Guidelines for using the Rec Hall (including sanitizing the bathrooms after use).



**Q7. Do the OBOT-issued Guidelines for in-person gatherings/group activities apply to me if I am hosting friends and /or relatives in my cottage and on my lot on the campgrounds?**

A7. No. Cottage owners are encouraged to follow the recommendations of the Commonwealth of Massachusetts when hosting gatherings in their Campgrounds home or on their leased lot.

**Q8. Do I have to wear a mask when I am in another person's cottage on the campgrounds, on another person's lot on the campgrounds or when I am walking around on the campgrounds?**

A8. Masks are not required outdoors. Campgrounds residents and visitors are encouraged to follow the current recommendations of the Commonwealth regarding indoor mask use. Cottage owners may require visitors to wear masks in their home if they desire.

**Q9. Can I use the Coin-Operated laundry adjacent to the Roberts House?**

A9. Yes, subject to the relevant terms and conditions, described in the OBOT's "Guidelines for Use of Coin Op Laundry Facilities."

**Q10. Will church be held in the Tabernacle this summer?**

A10. The Onset Congregation (not OBOT) hosts church services in the summer. See Pastor Bill Brousseau for more information.

**Q11. Will Reunion be held this summer?**

A11. New England Mission Center (not OBOT) hosts reunion every summer. They plan on hosting a virtual reunion this year. They are, however, also working on hosting one in-person Family Day on the Campgrounds this summer, tentatively scheduled for August 7th (Rain Date August 14).

**Q12. Will the Jim Cook Seminar be held in person this year?**

A12. Assuming the COVID-19 situation continues to improve, the seminar will be held in-person August 27-29, 2021. Details will be communicated as the date approaches.

**Q13. Will Onset Conference be held in person this year?**

A13. Onset Conference is scheduled for July 31, 2021. The Board will decide at its June Meeting whether it will be held virtually or in-person, and if in-person whether it will be indoors or outdoors.

**Q14. Does a person's vaccination status (i.e., being vaccinated or not) impact their ability to participate in activities on the Campgrounds this summer?**

A14. The permission we received from World Church requires that individuals must have either a) been fully vaccinated at least two weeks prior to arriving or participating in organized activities on the campgrounds, or b) if they are not vaccinated, must have had a negative COVID test within 72 hours before arriving on-grounds, and not have any symptoms of COVID, or been exposed to someone known to have COVID in the last ten days prior to participating in any activities. For everyone's protections, we encourage everyone who can to get vaccinated.

**Q15. Can baptisms, weddings or funerals/memorial services take place on the Campgrounds this summer?**

A15. Yes, in accordance with *OBOT Procedures and Requirements to Host an In Person Gathering*.

**Q16. Can I use the tennis court/pickle ball court?**

A16. Yes, in accordance with the *Guidelines for Personal/Private Use of the Open-Air Facilities*.

**Q17. Can I hold a memorial service in the Tabernacle this summer for my loved one who passed away earlier this year?**

A17. Yes, in accordance with the *Procedures and Requirements to Host an In-Person Organized Activity/Gathering*. The first step is to download and complete the rental form for the Tabernacle from the Campgrounds website, [onsetcampground.org](http://onsetcampground.org). Turn in the completed form to the Rental Manager, Mal Booth, who will ensure the date you request is available. You will then be directed to meet with the Campgrounds Health Officer (CHO) to learn about, and agree to, the requirements for hosting an event in the Tabernacle.

**Q18. If I host an organized activity in the Tabernacle, following the OBOT's procedures and guidelines, can those who attend my event use the bathroom facilities in the Laundry Building by the Roberts House?**

A18. Yes, but only if you have also reserved them (and paid any applicable fee). You must also, then, follow any requirements for sanitizing the bathrooms after use.

**ONSET CAMPGROUNDS**  
**PO Box 893 Onset, MA 02558**

Marilyn Booth (508) 728-7721 or Dale Booth (508) 789-6552 Email [marilynbooth@comcast.net](mailto:marilynbooth@comcast.net)

**MUDDY COVE RETREAT CENTER RESERVATION REQUEST**

**Only available for members of the Community of Christ and/or individual(s) visiting to participate in organized activities/events happening on the campgrounds.**

*Those interested in reserving one or more units in the Muddy Cove Retreat Center should contact Marilyn (Mal) Booth at the email or phone number above to discuss availability and the additional terms and conditions instituted to prevent the spread of COVID-19. Following that discussion, if you want to proceed with the rental, complete this form and submit it to Mal based on the instructions she provides.*

Requested Arrival Date: \_\_\_\_\_ Requested Departure Date: \_\_\_\_\_

Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Others staying in room with you (for Contact Tracing if needed): \_\_\_\_\_

Purpose of visit: \_\_\_ Event, Activity, or family member visit on the Campgrounds. Please Specify: \_\_\_\_\_

\_\_\_ Church Business

If church business, is an exemption being requested: Y / N

If Yes\*, Office or Position: \_\_\_\_\_

**Facilities Requested & Fees.** *Note: Weeks are Sunday through Saturday.*

\_\_\_ Single Room(s):      No. of rooms \_\_\_ X No. of nights \_\_\_ X \$65\* per night = \_\_\_\_\_ = \$ \_\_\_\_\_  
                                    No. of rooms \_\_\_ X No. of weeks \_\_\_ X \$400 per week = \_\_\_\_\_ = \$ \_\_\_\_\_

Options: \_\_\_ Handicapped room (1 ea.)

\_\_\_ Adjoining rooms (2 sets)

\_\_\_ Two-room Suite (1 ea.):

No. of nights \_\_\_ X \$75.00 per night = \$ \_\_\_\_\_

No. of weeks \_\_\_ X \$475.00 per week = \$ \_\_\_\_\_

Sanitizing Fee:

No. of Rooms \_\_\_ X \$50.00 per room = \$ \_\_\_\_\_

**Total:**

\$ \_\_\_\_\_

50% Balance (enclosed):

\$ \_\_\_\_\_

**TOTAL DUE AT CHECK-IN:**

\$ \_\_\_\_\_

Make all checks payable to: **ONSET BOARD OF TRUSTEES**

**Terms & Conditions (Please note additional terms due to COVID-19, in bold):**

- Renters must abide by all rules and regulations, provided in each unit.
- Check in time is 3pm. Checkout time is 11:00am.
- Housing is not reserved unless a deposit of one half of the rent plus the cleaning fee accompanies this signed and dated form. Balance is due at check-in. \*If Church Business Reduced Rate is requested, reservation request must be received 45 days in advance.
- **No bedding will be provided in rental units. You must bring your own towels, pillows, sheets and blankets.**
- No guests are allowed into rental units besides the renters themselves, and those listed on this form.
- **Renters and those listed on this form above must be vaccinated against COVID-19 or have had a negative COVID test result within 72 hours of arrival.**
- **Renters must notify the Rentals Manager if anyone who stayed in the room tests positive for COVID-19 within two weeks after leaving the campgrounds.**
- All rooms are non-smoking. An additional cleaning fee of \$200 will be charged if guests smoke in the unit.
- Pets are not permitted in any church-owned or church-managed buildings.
- Alcohol and recreational drugs, including marijuana in any form, is prohibited on the campgrounds.
- Guests hereby release and agree to hold harmless Community of Christ and its affiliated organizations, staff, volunteers and employees from claims, liability, expenses and damages for personal injury, sickness or death, based on ordinary negligence, theft or property damage and expenses of any nature incurred during this rental.

By signing below, you agree to the terms and conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



[www.onsetcampground.org](http://www.onsetcampground.org)

## **Procedures & Requirements to Host an In-Person Organized Activity/Gathering**

Effective July 1, 2021 until updated or rescinded

*As Approved by Community of Christ World Headquarters*

**Draft June 8, 2021**

The Onset Board of Trustees (OBOT) has obtained permission from World Church to re-open the Campgrounds beginning July 1, 2021 in a limited and restricted way as the COVID-19 pandemic continues, but the spread of the disease has greatly subsided.

The church's response to reopening our church buildings and campgrounds facilities is stricter than the Commonwealth's current response. The Church's approach is to mitigate the spread of COVID-19 with the goal of **"protecting the most vulnerable" (D&C 164:6a)** in our congregations, cities, towns, and villages. It is in that spirit that they have approved the attached procedures and requirements which provide an as-safe-as-possible environment for physical gathering. We anticipate that as conditions improve, the church will loosen restrictions and this policy will be updated.

This document serves as an application for members, or congregations, of the Community of Christ who wish to use a church-owned facility on the Onset Campgrounds to host an in-person gathering. It describes the steps that must be taken to reserve and receive approval to rent a facility, and the terms & conditions for facility use and requirements for in-person gatherings. The requirements will vary based on the COVID-19 rate in Massachusetts at the time of the gathering, with stricter terms when the rate is between 5 and 10 cases per 100,000 population, and more relaxed terms when cases fall below five per 100,000.

**If the COVID-19 rate goes above 10 cases per 100,000 population, or if there is an indication of community spread within the campgrounds community, no in-person group activities will be permitted on the campgrounds.**

The OBOT has designated two "Campgrounds Health Officers" (CHOs) – Jay Cook and Charlotte Brousseau. They are authorized to administer all COVID-19 related procedures including approving requests to host group activities, canceling or recommending cancellation of an approved, scheduled Organized Activity if the required health conditions are not being met or other requirements to hold the activity are not being implemented. They are also available to answer your questions.

**The OBOT will monitor COVID data, and Commonwealth and Church requirements and will re-close the Campgrounds if deemed necessary for public safety.**

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## **Church-Owned Facilities Available for Use/Rent for In-Person Group Activities and Events**

The following church-owned facilities on the Campgrounds may be reserved for in-person group activities and events by the Onset Board of Trustees, the New England Mission Center, the Onset congregation or a member of the Onset Conference **only**. **No outside individuals or organizations may rent facilities until further notice.**

The **indoor** facilities are:

- the Rec Center (dining hall, bathrooms, Gathering Room)
- Youth Chapel
- Tabernacle (with or without nearby restrooms)

The **outdoor** (or open-air) facilities are:

- the Ballfield (with or without the Rec Center bathrooms)
- Tennis Courts (with or without the Rec Center bathrooms)
- Boat Launch
- Beach (with or without nearby restroom facilities)
- Gathering Area Behind the Rec Center (with or without the Rec Center bathrooms)

*Note: the kitchen in the Rec Center, and the Muddy Cove Retreat Center Common Room have not been approved to open; they will remain closed until further notice. The playground is open for personal/private use only, not organized group activities.*

The cost of renting each facility can be found on the Facility Reservation Request Form on our website, [onsetcampground.org](http://onsetcampground.org).

### **Examples of group activities include:**

- Educational Activities (e.g., the Jim Cook Seminar, Bible Study, Priesthood Meetings)
- Spiritual Activities (e.g., in-person worship services, baptism services, memorial services)
- Recreational (e.g., craft classes, softball game, children's bicycle decorating activity & parade, family reunions, birthday or anniversary celebrations)

Note that group activities may be one-time events or recurring activities.

### **Additional Terms & Conditions of Facility Use Established to Prevent the Spread of COVID**

- All activity hosts (facility renters) are encouraged to reserve an outdoor space and host their activity outdoors if possible.
- All activity hosts (facility renters) will be required to work with the Campgrounds Health Officer (CHO) to ensure that health and safety requirements (attached) are followed.
- All reservation requests are subject to CHO Approval and cancellation.
- All guests / participants in Organized Activities or Events must be vaccinated against COVID-19 or have had a negative COVID test result within 72 hours of participating and have no COVID symptoms or been exposed to someone diagnosed with COVID in the last ten days.
- There may be restrictions on gathering sizes, materials, food, and the types of activities that can take place. The CHO will inform renters of the limits in effect at the time of their reservation.

## **Procedures and Application to Host an In-Person Organized Activity/Gathering<sup>1</sup>**

**The following Procedures and Requirements are in effect starting July 1, 2021 until superseded or rescinded by the Onset Board of Trustees.**

Any person or organization within the Onset Conference wishing to host a one-time, or recurring, in-person organized activity in or on Church-owned, OBOT-managed indoor or outdoor facilities on the Onset Campgrounds must complete the steps described in this section.

An overview of the steps is provided here. Details follow.

### **Overview:**

**Step 1.** Reserve Facility

**Step 2.** Meet with Campgrounds Health Officer (CHO); review and agree to terms of use

**Step 3.** Provide required pre-event information to the CHO

**Step 4.** Receive Approval from the CHO

**Step 5.** (within 72 hours of Activity) verify that current health conditions and State and Church restrictions allow in-person gatherings as approved.

### *Host Activity*

**Step 6.** (after Activity) Clean up

**Step 7.** (after Activity) Submit completed forms to the CHO

**Step 8.** (if applicable) Notify the CHO if any participants in Activity tested positive for COVID within two weeks after the Activity

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<sup>1</sup> **Organized Event or Organized Activity** – Any in-person group activity, event, or gathering planned and organized by an individual or entity that is to occur in/at one of the Onset Campgrounds Group Facilities, on a specific date, or recurring dates, with a specific start and end time with either a guest list or an open invitation to everyone in the Onset Campgrounds community and/or Onset Conference. This includes but is not limited to church services, weddings, baptisms, blessings, funerals/memorial services, seminars or organized group meetings of any kind, birthday parties, anniversary celebrations, family reunions, game nights, baseball/softball game, tennis tournament, pickle ball game, or any other such activity involving people from more than one household. *Note: private, in-home, / on-leased lot gatherings are not subject to the Organized Activity Requirements herein.*

## Details:

- Step 1:** The Facility Requestor /Event Host shall complete and submit the Facility Request Form, indicating the specific facility(ies) and dates desired to the Rental Manager (Marilyn Booth)<sup>2</sup>. This form can be found under the Hall and Building Rentals section of the Housing page on the Onset Campgrounds website (<http://www.onsetcampground.org/housing.htm>). Those reserving the tabernacle must indicate whether they also want use of the restroom in the nearby Laundry Facility. Those reserving outdoor facilities must also indicate whether they want use of nearby restroom facilities. The Rental Manager will confirm availability of the requested facility for the date(s) requested. (Only one request is required for recurring events at the same location, such as weekly church services in the Tabernacle, bi-weekly Bible study classes on the ball field, or monthly craft classes in the Rec Center, etc). If the Rental Manager determines that the Organized Activity is able to be scheduled in the facility requested on the date requested, the Rental Manager will provide a copy of this document (Procedures and Requirements to Host an In-Person Gathering) to the Campgrounds Health Officer, who will contact the Facility Requestor for a meeting.
- Step 2:** The Facility Requestor/Host shall meet with the Campgrounds Health Officer to review/explain all currently required procedures and documentation, based on the facility requested. These requirements may relax or tighten based on community health conditions/COVID rate. The requirements the CHO will review with the Facility Requestor are listed on the **Checklist of Requirements for Hosting a Group Activity** (below).
- Step 3: (This step may be completed at the same time as Step 2)** The Facility Requestor/Host shall provide the following information to the Campgrounds Health Officer prior to the scheduled Organized Activity date, or first scheduled Organized Activity date if a recurring activity:
- A signed copy of the Acknowledgement at the end of this document.

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<sup>2</sup> **Rental Manager – Marilyn Booth** -- The person authorized by the Board to accept Facility/Activity Request Forms and short-term rental applications/reservations on behalf of the OBOT and who has the authorization to tentatively schedule Organized Activities, pending CHO Approval. The Rental Manager will provide a copy of the *Procedures and Requirements to Host an In-Person Organized Activity/Gathering* to the Requestor, direct them to meet with the Campgrounds Health Officer and pass the Group Activity / Facility requests and room reservation applications on to the Campgrounds Health Officer for approval.



- Name and contact information for the Event Health Officer (EHO). This person will be responsible for ensuring that all requirements as designated by the Campgrounds Health Officer are followed. Note: The Host may also serve as the EHO.

**Step 4: (This step may be completed at the same time as Step 3)** After meeting with the Facility Requestor/Host, the Campgrounds Health Officer will either deny or grant provisional approval for the Organized Activity to occur as scheduled. *The decision will be noted at the bottom of this application. The CHO will retain the Acknowledgement /Approval and notify the Rentals Manager of his/her decision. The Facility Requestor will be given the Guidelines/Checklist of Requirements and all required forms.*

**Step 5 – no more than 72 hours prior to each scheduled Organized Activity:** The CHO will confirm the following:

- the new infection rate within Plymouth County as found at <https://globalepidemics.org/key-metrics-for-covid-suppression/> meets the required criteria of less than 10. If the metric is at or above 10, the Organized Activity must be cancelled.
- the Organized Activity still conforms with all requirements for gatherings imposed by the Commonwealth of Massachusetts and the Community of Christ at that time. If the Organized Activity no longer conforms, the Campgrounds Health Officer will discuss with the Facility Requestor/Host what additional measures must be taken, or the activity must be cancelled.

**Step 6 – clean up after your event,** the sanitization people will come in sometime after you.

**Step 7 – within 24 hours after the Organized Activity:** Turn in the completed Cleaning & Sanitation Checklist and the Participant Contact Information Form to the CHO.

**Step 8 – (if applicable):** Notify Campgrounds Health Officer if any participants in Activity tested positive for COVID within two weeks after the Activity. Work with Campgrounds Health Officer to notify all participants in your activity of possible exposure to COVID-19.

## Requirements for Hosting a Group Activity - Checklist

**This Checklist must be completed and reviewed with Campgrounds Health Officer before approval to use a Facility will be granted.**

Activity Name: \_\_\_\_\_

Facility Requestor/Host Name (printed): \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Start and End Times: \_\_\_\_\_

Requested Facility: \_\_\_\_\_

**CHO: Check all that apply to reservation. Indicate N/A if not applicable for this reservation.**

- ☐ The COVID Rate for Plymouth County on this date is: \_\_\_\_\_.  
The requirements checked below are based on this. Please be aware that if cases increase by the date of this activity, the requirements may change, or the event may even have to be cancelled.
- ☐ An Event Health Officer (EHO) must be designated for your event. The EHO is in charge of ensuring that all requirements as designated by the Campgrounds Health Officer are followed, including ensuring completion of all applicable items on the Cleaning & Sanitizing Checklist. The EHO is also responsible for ensuring the proper completion of all required forms noted below. **Who will serve as your Event Health Officer? (It can be the Host him/herself or someone else).**  
\_\_\_\_\_
- ☐ The maximum number of people who can participate in your event, based on current health conditions and the facility you have requested is \_\_\_\_\_
- ☐ You must require participants in your Activity to:
  - ☐ be vaccinated, or if unvaccinated, to have a negative COVID test within 72 hours of your Organized Activity or quarantine for 10 days prior to participation in your Organized Activity, have no COVID-19 symptoms and not been exposed to anyone diagnosed with COVID-19 in the last 10 days.
  - ☐ inform you if they test positive for COVID-19 within two weeks after participating in your event.
- ☐ All windows must remain open during the duration of your indoor activity
- ☐ All ceiling fans must be on during the duration of your indoor activity.

- ☐ Mask Requirements based on the facility you have requested and current health conditions (CHO will check one):
  - ☐ Everyone must wear a mask during your event
  - ☐ Unvaccinated individuals must wear masks during your event; vaccinated individuals are not required to wear masks.
  - ☐ No masks are required / Individual preference
- ☐ Singing is / is not allowed.
- ☐ Printed materials are / are not allowed.
- ☐ The Campgrounds Health Officer will provide Hand Sanitizing Stations in the facility for your group's use and will post signs reminding participants to wear their masks and socially distance.
- ☐ The restrictions on food service/eating at your event based on current health conditions and the facility you have requested are (CHO will check all that apply):
  - ☐ No Food May be Served.
  - ☐ Participants may each bring their own food, drinks, plates & utensils and eat together during your event.
  - ☐ Individually boxed/bagged food /drinks may be catered in and distributed by one person wearing gloves; participants may eat together during your event.
  - ☐ Participants may bring their own water bottles and are allowed to drink from them during your event.
- ☐ You are responsible for the sanitizing of the reserved facility, per the items marked as relevant for your event on the Cleaning & Sanitizing Checklist. The CHO will provide you with a spray disinfectant and/or disinfecting wipes and gloves.
- ☐ You must require participants in your Activity to maintain appropriate social distance. [Six feet (or more) is required between individuals who do not live in the same house.] Specific requirements for your activity/facility are:
  - ☐ Pews/benches must be taped off. The Campgrounds Health Officer will assist you with this if desired.
  - ☐ The Event Host and EHO will take responsibility for seating guests to ensure people from different households/families are physically distanced.
  - ☐ The Event Host and EHO will take responsibility for keeping guests/participants from different households/families physically separated during the activity/event.
- ☐ For outdoor activities, you must post signs along the perimeter of the reserved space noting the date and times the area is restricted to invited guests only and that social distancing is required. The Campgrounds Health Officer can help you with those, if needed.

- ☐ You must complete the following documents at the time of your event/activity:
  - ☐ **Cleaning & Sanitizing Checklist** – The Campgrounds Health Officer will review this list with you and which areas apply to your activity/facility and answer any questions you have about complying
  - ☐ **Participant Contact Information** (for Contact Tracing, if needed)
- ☐ Ensure to the best of your ability that all protocols and best practices as required by the Campgrounds Health Officer are followed in the course of the Organized Activity.
- ☐ A Sacrament will / will not be part of your event. If it will, which sacrament (circle):
 

Communion
Baptism
Confirmation
Marriage
Ordination

Blessings of Children
Laying on of Hands for the Sick
Evangelist Blessing
- ☐ If applicable, review all requirements for sacrament with CHO (separate document)
- ☐ Special instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ☐ Your Pre-Event Check-in Date is: \_\_\_\_\_ (1-3 days prior to activity date). At this time the CHO will check the COVID-19 Rate in Plymouth County and guidance from the Commonwealth of Massachusetts and World Church and let you know if any requirements must change or if the event must be cancelled.

## Acknowledgement and Agreement to Terms of Facility Use

Activity Name: \_\_\_\_\_

Facility Requestor/Host Name (printed): \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Start and End Times: \_\_\_\_\_

Reserved Facility: \_\_\_\_\_

Maximum Occupancy for /Participation in this activity is: \_\_\_\_\_

The maximum duration (length) for which your activity has been approved is: \_\_\_\_\_

I acknowledge that I have read and do hereby accept the terms and conditions contained in the Onset Board of Trustees Procedures and Application to Host an In-Person Organized Activity / Gathering, for the above-named activity.

I acknowledge the receipt of these requirements and the referenced required documents and agree to full compliance with all requirements related to the above-named activity.

Name of Facility Requestor/Host: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This request is:

\_\_\_\_ Approved

\_\_\_\_ Denied

Name of Campgrounds Health Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ONSET CAMPGROUNDS**  
**PO Box 893, Onset, MA 02558**  
**ROBERTS HOUSE RESERVATION REQUEST FORM**

**Only available for members of the Community of Christ and/or individual(s) visiting to participate in organized activities/events happening on the campgrounds.**

Those interested in reserving one or both units in the Roberts House should contact Marilyn (Mal) Booth at (508) 728-7721 or [marilynbooth@comcast.net](mailto:marilynbooth@comcast.net) to discuss availability and the additional terms and conditions instituted to prevent the spread of COVID-19. Following that discussion, if you want to proceed with the rental, complete this form and submit it to Mal based on the instructions she provides.

Requested Arrival Date: \_\_\_\_\_ Requested Departure Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Names of all people staying in unit with you (For Contact Tracing if needed): \_\_\_\_\_  
Purpose of Visit: Please specify Event, Activity or Family Member visiting on the Campgrounds: \_\_\_\_\_  
If church business exemption, specify office or position: \_\_\_\_\_

**Facilities Requested & Fees:**

*Weeks are Sunday through Saturday. Weekends are Friday and Saturday nights*

Roberts House First Floor \_\_\_\_\_ days X \$90 per day = \$ \_\_\_\_\_  
\_\_\_\_\_ weeks X \$600 per week = \$ \_\_\_\_\_

Roberts House Second Floor \_\_\_\_\_ days X \$80 per day = \$ \_\_\_\_\_  
\_\_\_\_\_ weeks X \$500 per week = \$ \_\_\_\_\_

Sanitizing Fee: \$150 per unit \_\_\_\_\_ units X \$150 per unit = \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

LESS DEPOSIT (enclosed) \$ \_\_\_\_\_

BALANCE DUE (at checkout) \$ \_\_\_\_\_

Make all checks payable to: **ONSET BOARD OF TRUSTEES**

**Terms & Conditions (Please note additional conditions due to COVID-19 in bold):**

- Renters must abide by all rules and regulations as posted in each building.
- Check in time is 3pm. Checkout time is 11:00am.
- Housing is not reserved unless a deposit of one half of the rent plus the cleaning fee accompanies this signed and dated form.
- **No bedding will be provided in rental units. You must bring your own towels, pillows, sheets and blankets.**
- No guests are allowed into rental units besides the renters themselves, and those listed on this form.
- **Renters and those listed on this form above must be vaccinated against COVID-19 or have had a negative COVID test result within 72 hours of arrival.**
- **Renters must notify the Rentals Manager if anyone who stayed in the room tests positive for COVID-19 within two weeks after leaving the campgrounds.**
- ALL facilities are non-smoking. An additional cleaning fee of \$200 will be charged if guests smoke in the unit.
- Alcohol and recreational drugs, including marijuana in any form, is prohibited on the campgrounds.
- Pets are not permitted in any church-owned or church-managed buildings.
- Guests hereby release and agree to hold harmless Community of Christ and its affiliated organizations, staff, volunteers and employees from claims, liability, expenses and damages for personal injury, sickness or death, based on ordinary negligence, theft or property damage and expenses of any nature incurred during this rental.

By signing below, you agree to the terms and conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ONSET CAMPGROUNDS

PO Box 893

Onset, MA 02558

Marilyn Booth (508) 728-7721 or Dale Booth (508) 789-6552

Email [marilynbooth@comcast.net](mailto:marilynbooth@comcast.net)

### ACTIVITY REQUEST

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Organization: \_\_\_\_\_ Tele. No. \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tele. No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

#### Facilities Requested:

☐ Recreation Center (without Kitchen) with heat \$250 per day without heat \$150 per day:  
No. of days \_\_\_\_\_ X Rate \_\_\_\_\_ = \_\_\_\_\_

☐ Kitchen \$200 per day:  
No. of days \_\_\_\_\_ X Rate \_\_\_\_\_ = \_\_\_\_\_

☐ Chapel with heat \$150 per day, without heat \$100 per day:  
No. of days \_\_\_\_\_ X Rate \_\_\_\_\_ = \_\_\_\_\_

☐ Tabernacle \$100 per day (no heat is available):  
No. of days \_\_\_\_\_ X \$100 = \_\_\_\_\_

TOTAL \_\_\_\_\_

### NO PETS ARE ALLOWED IN ANY OF THE ABOVE FACILITIES

A deposit of one half the fee must accompany this request. If the request is denied then the fee will be returned. The renter agrees that if, for any reason, the scheduled function is cancelled prior to thirty (30) days of the date of the function; there will be a refund of fifty percent of the deposit. However; if the scheduled function is cancelled within thirty (30) days of the date of the function, then one hundred percent of the deposit will be forfeited.

No smoking is allowed in any of the buildings. **A cleaning fee of \$200 will be charged to persons found smoking in non-smoking rooms.** No alcoholic beverages are permitted in any of the facilities. We have limited tables and chairs, please check with us. All items must be returned to their original location. All trash must be bagged. The facilities are expected to be clean when the activity is finished. Thank you for sharing in the use of our facilities.

#### MAKE CHECKS PAYABLE TO: ONSET BOARD OF TRUSTEES

(For Board use ONLY)

Facilities Used (circle those that apply):

Kitchen Dinning hall Bathrooms Chapel Tabernacle

Total \_\_\_\_\_

Deposit \_\_\_\_\_

Balance \_\_\_\_\_

Paid by: \_\_\_\_\_ Check: \_\_\_\_\_ Received by: \_\_\_\_\_

# Onset Campgrounds

PO Box 893 • Onset, MA 02558

## Camping Site Request/Requirements

Season begins May 1st and lasts through October 15th

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Other Adult Campers : \_\_\_\_\_

Minor Campers : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Camping Site

Trailer or Motor Home: \_\_\_\_\_ Seasonal Rate \$1,300.00=  
Weekly Rate \$200.00 x Number of Weeks: \_\_\_\_\_ = \_\_\_\_\_  
Daily Rate \$35.00 x Number of Days: \_\_\_\_\_ = \_\_\_\_\_

### Pop-Up Tent

Weekly Rate \$100.00 x Number of Weeks: \_\_\_\_\_ = \_\_\_\_\_  
Daily Rate \$15.00 x Number of Days: \_\_\_\_\_ = \_\_\_\_\_

Make checks payable to Onset Board of Trustees (OBOT): TOTAL \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact or Mail to: Mal Booth, 508-728-7721, P.O. Box 1762, Onset, MA 02558**

**THIS FORM MUST BE RETURNED BY THE END OF APRIL 1<sup>st</sup> FOR SEASONAL REQUESTS,  
AND 30 DAYS PRIOR TO A SHORT-TERM RENTAL (WEEKLY OR DAILY).**

**PAYMENT FOR SEASONAL CAMPSITES MUST BE MADE BEFORE APRIL 1<sup>st</sup>**

- The Onset Campgrounds shall not be liable for any personal injury or damage to licensee's property in, on or about the Onset Campgrounds.
- All trailers must be insured. A copy of proof of insurance must be sent with signed site request to Mal Booth.
- Transfer of trailers must be approved by the OBOT. If done without consent new owners may be denied a site, and asked to remove their trailer from the premises or asked to move to another site. Failure to comply may result in their trailer being towed away at the owner's expense.
- No smoking or alcoholic beverages are allowed on the campgrounds anywhere. Smoking is permitted inside campers only. No smoking in the bathroom/shower area. A cleaning fee of \$200.00 will be charged to persons found smoking in the bathroom/shower areas.
- We have provided excellent bathroom facilities, and expect them to be kept clean.
- Put your trash barrels marked with your name on Zarahemla Rd. on Wednesday trash day. Use recycling bins (ask us for recycling pickup schedule).
- Dogs will be kept on a leash (Town Law). No pets/animals are allowed in the Church's buildings including the bathrooms. Owners' are responsible for cleaning up after their pets.
- Please limit air conditioners to one and turn off when you are not home.
- One vehicle at the campsite, others will be parked at the ball field.
- No loud noise after 10PM.
- There are no sewer hook-ups; there is a dump station and bathrooms.
- No open fires. Cooking fires only are allowed per order of the Fire Dept.
- All units must be removed by Oct. 15th unless the owners already paid and completed a winter storage contract or they will be removed at the owner's expense.
- All outside items must be stored away in trailers or taken home. No campers are permitted to use Church buildings for storage (without prior OBOT Operations and/or Rental Chair approval).
- Any permanent structures (such as decks, patios, etc.) that require permits from the town, must be approved in advance, and in writing by the OBOT.
- Non-payment or failure to comply with the rules and regulations of the OBOT may result in loss of site, and offending campers will be asked to remove their trailer from the premises immediately. Failure to comply will result in their trailer being towed away at the campers' expense.
- Refrigerators stored outside the trailer must be locked for safety adhering to state law.
- Campsites and grounds will be kept clean.



## ONSET CAMPGROUNDS

PO Box 893

Onset, MA 02558

Marilyn Booth (508) 728-7721 or Dale Booth (508) 789-6552

Email [marilynbooth@comcast.net](mailto:marilynbooth@comcast.net)

### HUTMENT REQUEST

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name: \_\_\_\_\_ Tele. No.: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Sea Breeze, Fair Winds and High Tide \_\_\_\_\_ Number of days X \$30 = \_\_\_\_\_

\_\_\_\_\_ Number of weeks X \$180 = \_\_\_\_\_

Sheehy's Hyde-Away \_\_\_\_\_ Number of days X \$40 = \_\_\_\_\_

\_\_\_\_\_ Number of weeks X \$225 = \_\_\_\_\_

Providence \_\_\_\_\_ Number of days X \$40 = \_\_\_\_\_

\_\_\_\_\_ Number of weeks X \$225 = \_\_\_\_\_

Chesworth \_\_\_\_\_ Number of days X \$40 = \_\_\_\_\_

\_\_\_\_\_ Number of weeks X \$225 = \_\_\_\_\_

TOTAL \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **BRING YOUR OWN BEDDING AND TOWELS AS NONE ARE PROVIDED!**

Make all checks payable to: **ONSET BOARD OF TRUSTEES**

All rules and regulations are posted in each building.

The Onset Campgrounds shall not be liable for any personal injury or damage to license's property in, or about the premises if said damages or personal injury are alleged to be the fault of or caused by the negligence or carelessness of the Onset Campgrounds.

Weeks are Sunday through Saturday. Weekends are Friday and Saturday nights.

Checkout time is 12:00 noon.

Housing is not reserved unless a deposit of one half the fee accompanies this signed and dated form

**No smoking in any of the hutments. A cleaning fee of \$200 will be charged to persons found smoking in any of the hutmans.**

**NO PETS ARE ALLOWED IN ANY OF THE HOUSING OR IN ANY OF THE BUILDINGS!**

## ONSET CAMPGROUND PHOTO CONSENT

*What is this consent about?*

The Onset Campground is a very special place to generations of visitors and residents.

To share the story and ministry of the Onset Campground, the Board of Trustees would like to share pictures and recordings of people enjoying and experiencing the Onset Campground on our web page ([www.OnsetCampground.org](http://www.OnsetCampground.org)), on our Facebook pages, and in printed materials and other communications.

We would like to confirm your consent for pictures and recordings that include you and your family members (who are not of legal age) in these communications.

*How do I provide this consent?*

By signing below, you are providing your consent for the Onset Campground and Community of Christ (which is the sponsor of the Onset Campground) to:

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# Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



[www.onsetcampground.org](http://www.onsetcampground.org)

## Onset Campgrounds Utility Phone Numbers

In order for the new Cottage Owner and Lot Lessee to contact the utility companies and place utility services in their name, we are providing this form to the Selling Cottage Owner and asking them to provide minimal service address information on this form and forward it to the buyer with the completed Bill of Sale, if not sooner. You are under no obligation to use this form but providing the service address or meter number information and the utility companies used by the property is courteous.

### **WATER:**

Onset Water Department (508) 295-0603

Meter Location: \_\_\_\_\_

### **SEWER:**

Town of Wareham (508) 291-3160 (assessors office) Parcel Identifier: 13-1031A

Property Location: \_\_\_\_\_

### **ELECTRIC:**

Nstar/Eversource (electric) (888) 633-3797 OR (800) 592-2000 Meter#: \_\_\_\_\_

### **NATURAL GAS:**

National Grid (800) 548-8000 [in-state only] OR (800) 233-5325 Meter#: \_\_\_\_\_

### **TV/Phone/Internet:**

Verizon (877) 602-2394

Comcast (800) 266-2278 or [www.xfinity.com](http://www.xfinity.com)

If Natural Gas is not utilized, but instead Propane or Oil is connected to the house, please provide the current contractor for this service to be used as an option:

Propane Oil (circle type)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_