NEO RETREAT CENTER

16278 Shilling Rd
Berlin Center, OH 44401
330-547-3300

Policies and Regulations of the Northeast Ohio Church of God Retreat Center

GENERAL POLICIES

GP-01 PERSONAL CONDUCT

1. All residents and visitors should conduct themselves in a respectful manner at all times. Behavior towards others should always be honorable.
2. The use of tobacco, vaping or alcohol in any form, and the use of profanity are not permitted anywhere on NEO Retreat Center property (including privately-owned structures) or during any of its sponsored activities. Violators will be requested to leave the property.
3. The use or possession of unlawful narcotics, drugs, or controlled substances is not permitted. Any violation will result in immediate notification of law enforcement authorities and expulsion from the property.
4. No immodest attire or improper behavior will be permitted on the property. Examples of immodest attire include, but are not limited to: short shorts, bare midriffs, lack of foundation garments, t-shirts with offensive logos. Swimming suits are to be one-piece or covered with a colored t-shirt. Speedo-type swimsuit attire is not acceptable.
5. Violent and/or any otherwise inappropriate behavior will result in expulsion from the property. Notification of law enforcement authorities will be made as required.
6. Any person damaging or destroying NEO Retreat Center property or personal property will be responsible for those damages.
7. TVs, audio players or radios are not permitted to be played in a loud or disruptive manner inside or outside of buildings, including all residences on leased lots.

GP-02 VEHICLE USE

1. Speed limit on the property is 10 miles per hour.
2. No person may operate any motor vehicle on property if he/she does not possess a current driver's license. This provision also applies to golf carts and other non-licensed, motorized vehicles.
3. All vehicles must be properly maintained mechanically and operated in a safe manner, including, but not limited to, observing all speed limits, avoiding reckless driving, observing maximum seating capacity, and ensuring all occupants are seated inside the vehicle.

4. A maximum of two cars per site- exclusive of temporary special-event situations such as visitors of the leaseholder- may be parked at each residence or RV site. Additional parking will be available in other designated areas. Neighboring leased sites are not to be used for parking.
5. No vehicle which normally requires licensing shall be permitted on the property unless it is properly registered and licensed. In addition, all non-street legal motorized vehicles (including, but not limited to, golf carts) shall be registered with the NEO Retreat Center before operating said vehicles on the property.
6. Vehicles that are designed for "off-road" riding- such as, but not limited to, ATVs, Mules, Gators, Motor Bikes, etc.- are permitted for transportation or casual riding purposes only, and must be appropriately licensed where required by Ohio vehicle law.

GP-03 LEASES and UTILITIES

---

1. Originals or copies of any required written requests, approval or denial responses, inspection reports, correspondence, legal documents and forms, or other documents referred to in these policies shall be kept on file in the NEO Retreat Center office.
2. All leases are renewed annually. The NEO Retreat Center Board reserves the right to review and approve or reject any Home, Mobile Home, or RV lease. If NEO Retreat Center does not approve a lease for cause, the unit must be removed from the site within 30 days (applies to RVs and Mobile Homes only); sold to an individual approved by NEO Retreat Center; or donated to NEO Retreat Center.
3. All signed leases must be returned to NEO Retreat Center by April 1 of each year, accompanied by appropriate payment or arrangements made with NEO Retreat Center for payment. The lease must be signed by the person(s) approved by NEO Retreat Center as the leaseholder(s). If the lease is not properly signed and returned by April 1, the lease will be subject to cancellation and/or non-renewal.
4. No long-term leases will be granted. All leases are for one year. Sales of privately-owned structures must be approved by the NEO Retreat Center Board. No privately-owned structure may be listed through and/or sold by a licensed realtor.
5. Any lease and/or utility bill that remains unpaid beyond December 31 may result in the removal of the electric meter, and cancellation or non-renewal of the lease. Further legal action will be taken as deemed necessary by the NEO Retreat Center Board.
6. So long as an account is delinquent, no approval will be granted for any project or improvement to the related leased lot or privately-owned structure; nor will any use or assignment of NEO Retreat Center equipment or Staff be permitted.
7. NEO Retreat Center Board reserves the right to condemn and demolish any structure that is declared unsafe or structurally unsound by designated and approved inspectors.

8. Resident status is for those leaseholders that dwell year-round at NEO Retreat Center. Lease and utility charges are assessed monthly for this category. Resident status must be requested in writing and requires advance approval from the NEO Retreat Center Board.
9. Any leaseholder who utilizes and RV, Mobile Home, or Home as a place of residence for more than 15 days per month, for a period of up to six (6) months, during the regular camping season, is considered a Partial Year Resident, and will be billed monthly for utilities used. Partial Year Resident status must be requested in writing and requires advance approval from the NEO Retreat Center Board.
10. Seasonal units will be billed for electric usage yearly, near the end of the regular camping season.
11. NEO Retreat Center Board reserves the right to re-classify the lease status of any site as circumstances warrant.
12. NEO Retreat Center neither provides nor offers fire or liability insurance for any privately-owned structures. It is the responsibility of the leaseholders to secure these types of insurance coverage for their structures.

GP-04 CAMP EQUIPMENT and STAFF LABOR

1. NEO Retreat Center users must have prior written approval by NEO Retreat Center Board and hire or are expected to perform their own work on lots and structures, and other improvements to their leased lots.
2. If a project requires the use of NEO Retreat Center equipment or Staff labor, Retreat Center Director will prepare a cost estimate for the leaseholder. At the discretion of Retreat Center Director, equipment and Staff may be assigned as time and assets are available.
3. Boat/Pond Rules:
    a. Use at your own risk.
    b. No swimming allowed.
    c. Life jackets are required for all and must be worn at all times.
    d. Children under the age of 12 must be supervised by an adult at all times.
    e. You must remain in your boat at all times while on the water.
    f. No motors allowed. (Revised 9/15/20)
4. All leaseholders are responsible for cleaning up their trash off of the playground area and placing it in appropriate trash receptacles. (Revised 9/15/20)
5. All leaseholders are responsible for cleaning up the toys used by their children and returning them to the storage area. (Revised 9/15/20)

GP-05 BUSINESS ENTERPRISES

1. No solicitation or business is permitted without the written approval of the Retreat Center Board.

GP-06 PETS

1. While NEO Retreat Center does not encourage bringing pets, they are permitted on the property.
2. NEO Retreat Center defines pets as being a dog or cat. All other pets are not permitted. (Revised 9/15/20)
3. A Pet Application must be submitted yearly with your lease for approval. Pet application must include all shot records. (Revised 9/15/20)
4. Pets must be controlled in accordance with Ohio Lease Law currently in effect.
    a. Pets must be leashed at all times outside of any residential facility.
    b. Pet owners are responsible for picking up and disposing of animal waste.
    c. Pets must be controlled at all times and not constitute a nuisance or danger to other persons.
5. Pet owners will be asked to remove any animal from the property if it becomes a nuisance or danger to any individual around it.
6. With the exception of service animals, and staff owned animals in staff residences, pets are not permitted in any buildings owned by NEO Retreat Center; or in public areas, such as the Playground or the Lake.

GP-07 FIREARMS and FIREWORKS

1. The possession and use of all firearms must conform to all current firearms regulations.
2. No discharge of any firearms allowed for recreational purposes on property without prior approval from NEO Retreat Center Board.
3. Fireworks of any kind are forbidden anywhere on the grounds. Violators will be requested to leave the property.

GP-08 BURNING

1. Campfires are permitted in fire rings only. No open fires are allowed. The fire ring must be at least 10 feet from any residence, structure, or RV.
2. NEO Retreat Center reserves the right to ban fires during dry periods.
3. All local fire regulations must be observed.
4. No garbage burning is permitted on leased property. All garbage must be placed in dumpsters or removed from the property by the leaseholder.

GP-09 APPEALS

1. Any initial decision of the NEO Retreat Center Board may be appealed to the Board by the affected party within 15 days of the date of notice.

2. Any appeal must be in writing, describing the decision being appealed and the reasoning for contesting the initial decision.
3. The affected party must appear personally before the NEO Retreat Center Board and present his/her case.
4. The decision of the NEO Retreat Center Board to this appeal must be made within 10 days of the meeting and is final.

GP-10 RESTRICTION ON USE OF FACILITIES

1. The Northeast Ohio Church of God Retreat Center (aka Northeast Ohio General Assembly of the Church dba Northeast Ohio Church of God Retreat Center) reserves the right to restrict or deny the use of all properties owned from any individual or group not having affiliation with NEO Retreat Center or Northeast Ohio General Assembly of the Church of God; or from any event or program (including weddings other than those between one man and one woman) judged by the Board of Directors to be at odds with the mission or teachings of the organization and/or with the Church of God movement (Anderson, IN), represented formally by the actions of the movement's General Assembly in North America.

GP-11 OTHER MISCELLANEOUS

1. Upon arrival to the property, all campers must check in with the NEO Retreat Center Management.
2. All fees for lodging, electricity, leases, etc. are to be paid at the NEO Retreat Center Office.
3. Being a church camp, no immodest attire, profanity or improper behavior will be permitted on the grounds. Short shorts, bare midriffs, lack of foundation garments, and t-shirts with offensive logos are examples of immodest attire. Swimming suits are to be one-piece or covered with a colored
4. To ensure that everyone has a satisfying time of learning and Spiritual uplift, quiet time begins at 11:30pm. Persons are urged to return to their residence by midnight out of consideration to others. All visitors must leave the grounds by midnight. Parents are responsible for their children. If children or teenage friends are staying with you, realize that you are responsible for their behavior. Curfew is midnight for anyone under 18 years of age unless there is an approved Camp Meeting event.
5. Single persons under age 18 are not permitted to stay overnight in any place on the grounds without an adult in the same residence. Tents in the yard of RVs are permitted for use by persons under age 18, provided there is a responsible adult in charge of that person, and in the dwelling right next to the tent.
6. Persons destroying camp or personal property will be held responsible for these damages.
7. Kayaking, paddle boating, and canoeing are to be done at your own risk. Life jackets are required for boating. All children under 12 years old must be accompanied by an adult at all times near the water. No fishing is permitted during services. (Revised 9/15/20)

8. TVs, stereos or radios are not to be played outside of dwellings or in cars in a loud or disruptive manner.
9. If single persons rent a dorm room, the room shall be designated male or female. No co-ed renting of the same room is allowed. No one under age 18 can stay in the dorm unless there is a responsible adult staying with them. The quiet time also applies to the dorms.
10. Campfires are to be in fire rings at least 10 feet from any dwelling structure. Fires may be banned during dry times.
11. Trash Rules: Unacceptable items include:
    - Aerosol cans
    - Ashes that are warm to the touch
    - Automotive parts & fluids
    - Batteries
    - Bricks, stones, gravel, concrete, and other building materials
    - Bulk liquids (unless solidified)
    - Chemical process wastes
    - Drummed waste
    - Electronics and small appliances
    - Fluorescent bulbs or tubes
    - Gas tanks or cans
    - Hazardous materials (paint, pesticides, driveway sealant, contaminated soils or solids)
    - Medical waste
    - Other special wastes
    - Tires

Bulky items are not to be placed into the dumpster until Monday morning. All trash must be placed inside the dumpster. Leaseholders may not leave their trash outside the dumpster. (Revised 9/15/20)

12. Bow hunting is only permitted at the completion of the regular camping season (10/31). Open to Church of God leaders, seasonal lot holders and residents only with a signed letter from the Property Manager. After written permission is granted, the Property Manager must be notified each time before being on property. No baiting is permitted. (Revised 9/15/20)

RV/MOBILE HOME SEASONAL POLICIES

RV-01 GENERAL

---

1. All RV leases are renewed annually. NEO Retreat Center Board reserves the right to review and approve or reject any RV lease. If NEO Retreat Center Board does not approve a lease for cause, the unit must be removed from the site within 30 days; sold to an individual approved by the NEO Retreat Center Board; or donated to NEO Retreat Center.
2. NEO Retreat Center Board reserves the right to condemn and demolish any structure that is declared unsafe or structurally unsound by designated and approved inspectors.
3. All RVs must be in approved RV areas. No RVs are permitted to park in Mobile Home area unless on an approved lot through Mahoning County Board of Health.
4. Only one (1) RV may be placed on a lot; and an RV with any enhancements may occupy only one (1) lot. Additional tents are permitted, as space allows.
5. An RV must be situated entirely on the lot, including all enhancements, with the hitch facing the road. The RV and any attachments or other structures may not exceed the size of the lot, and wheels must remain attached. Any RV with one or more expandable sections must retain a 3' clearance from all other structures, poles, etc. when deployed.
6. No Mobile Homes are permitted in any location designated or developed as an RV areas. RVs are permitted only in designated RV sections. Any unit with a nominal width greater than 8' is designated as a Mobile Home.
7. Parking in the RV areas is limited to two (2) cars per lot. Additional cars are to be parked in the Overflow area or other designated parking areas. See Section **GP-02 Vehicle Use** for detailed explanation.
8. Parking near or blocking access to the Dump Station is not permitted.
9. All RV lots are to be kept neat and orderly. Grass must be cut at least monthly during the period of May through September. If unable to comply, NEO Retreat Center Staff will cut the grass and a $50 charge will be billed to the leaseholder per occurrance and due upon receipt. Unpaid charges past 60 days will result in suspension of use and utilities. Lots must be kept free of all debris and junk materials. (Revised 9/15/20)
10. Each lot address (Row letter and Lot number) must be prominently displayed on the site.
11. All RVs and other structures must be uncovered each camping season no later than Memorial Day. If the cover is due to structural damage, repairs are to be effected in a timely fashion and the cover removed.
12. The exterior of each RV should be cleaned at least annually.
13. Any compact refrigerator situated outside of an RV must be properly and safely secured when the RV unit is unattended. No refrigerator, apartment-size or larger, is permitted outside the unit at any time.

14. No refrigerator of any size may remain outside the RV beyond the normal camping season of May through October.
15. Overnight occupancy of an RV may not exceed its designated sleeping capacity.
16. Any RV that is utilized as a place of residence for more than 15 days per month, for any period during the normal six-month camping season is considered a Partial Year Resident, and will be billed monthly for utilities used. Partial Year Resident status must be requested in writing and requires advance approval from the NEO Retreat Center Board.
17. Seasonal units will be billed for electric usage yearly, near the end of the regular camping season.
18. Any lot that has any items, including storage buildings, furniture, RV Units, Mobile Homes, etc., remaining on it after October 31, will be charged a $50 Winter Storage Fee that is due upon receipt of the invoice. (Revised 9/15/20)
19. If NEO Retreat Center Management has not received a signed executed lease document, including payment in full or a signed executed payment plan by April 1 of the lease year, management will at that time assume that the leaseholder does not intend to renew said lease. All utilities will be disconnected at the lot in question at that time and the leaseholder will be given 30 days to sell or remove the RV. If not removed by the owner in that time frame, sold to an individual approved by the NEO Retreat Center Board, or donated to NEO Retreat Center, NEO Retreat Center Staff will tow the RV, at the owner's risk, to the Overflow area where it will be held until any past due amount is paid or for up to 1 year from the date of removal during which time it will incur a monthly storage fee of $50 per month. After 1 year, NEO Retreat Center Board reserves the right to dispose of the RV unit as they see fit. Charges incurred will continue to be owed and the leaseholder will be placed on a "Do Not Rent" list until balance is paid in full. Any items remaining on the lot including but not limited to storage buildings and furniture will become the property of NEO Retreat Center. The lot will be assigned to the next person on the Seniority or Waiting List if the account remains unpaid after May 31. (Revised 9/15/20)
20. Any violation or ignoring of Retreat Center requirements may result in the cancellation or non-renewal of a lease and assignment of the lot to the next person on the Seniority or Waiting List.
21. Sports-type activities must be conducted in designated open areas, not the RV area.

RV-02 LOT AVAILABILITY

---

1. When a lot becomes available, current leaseholders will have first option to move to the open lot. A Seniority List will be maintained by NEO Retreat Center Management for this purpose. Current leaseholders who wish to move must request in writing that their names be placed on the Seniority List. The first name on the list will be offered the lot. If that individual does not wish to lease the offered lot, the next individual on the list will be offered the lot, and the previous individual's name will be moved to the end of the list. If no one on the list accepts an offer, NEO Retreat Center

Management will contact those on the Waiting List, maintained for individuals requesting new lots. The Waiting List also will be administered on a seniority basis.

2. If a lot becomes available and no person is on the Seniority List, the lot will be offered to the first person who is on the Waiting List of all people requesting new lots. To be placed on the Waiting List, a person must submit the request in writing.
3. As newly developed lots become available, Seniority List and Waiting List will apply.

RV-03 TRANSFER OF OWNERSHIP AND MOVING

1. Unauthorized exchange of lots is not permitted. Any exchange of lots must be requested in writing, and have prior written approval from NEO Retreat Center Management. If an exchange is made without said approval, the leases of both parties will be subject to cancellation and/or non-renewal for the next year.
2. The sale of an RV on a lot must be requested in writing and have written prior approval from NEO Retreat Center Board. The seller of the RV may keep the lease on the lot. However, if the seller of the RV no longer desires to keep a lease on the lot, the buyer of the RV shall have first option on the lot. If neither the buyer nor the seller wishes to keep the lot, NEO Retreat Center Management will follow the normal policies for awarding a lease to an open lot from the Seniority List or Waiting List.
3. No sale of an RV will be approved unless all NEO Retreat Center leases, fees, assessments, utilities, and charges have been paid and are current; and any local and/or school taxes issued to date have been paid. Evidence of payment of taxes is required.
4. The leaseholder on record may not permit anyone else, including family members not listed on lease, to use the lot without prior written approval from NEO Retreat Center Management. (Revised 9/15/20)
5. The leaseholder may not sublet their RV. (Revised 9/15/20)
6. Approved transfer of ownership of an RV with partial-year resident status does not include the transfer of said status. Continued partial-year status must be requested in writing and approved by the NEO Retreat Center Board.

RV-04 IMPROVEMENTS

1. All improvements to RV lots must have written approval from NEO Retreat Center Board. The request for approval must be made in writing, and include what improvements are intended, along with details of the construction, including dimensions and materials to be used, and a drawing of the planned construction. Improvements include, but are not limited to: decks, porches, additions, storage buildings, pads, patios, major landscaping. All improvements to structure(s) and/or lots

must be aesthetically appropriate and consistent with other improvements on the lot, as well as with the area.

2. Upon written approval of a project, an approval certificate will be issued by NEO Retreat Center Management, and this certificate must be displayed in a conspicuous location on the site until the project is completed and inspected by NEO Retreat Center Management.
3. Approved projects must begin within six (6) months of the date of approval, and must be completed within six (6) months of the start date of the project. If the approved project is not completed within one (1) year of approval date, construction must stop until a new application for approval is submitted for consideration and approval granted to resume.
4. Routine maintenance or the replacement of items on the lot or to the RV do not require prior approval, as long as the original footprint is not altered, the structure is not increased in size, or additional living space is not created.
5. No improvements- for example: decks, porches, additions, storage buildings- may be permanently attached to the lot. They must be constructed so that they can be removed or relocated.
6. Storage structures may not exceed 48 square feet.
7. If a concrete pad is requested by the leaseholder, the cost of preparation of the lot and construction of the pad is the responsibility of the leaseholder. Placement must be determined by NEO Retreat Center Management, and site preparation must include: adequate drainage, leveling, and a minimum of 4 inches of gravel base. The pad's dimensions must be 10 feet x 20 feet, with a minimum reinforced thickness of 6 inches.
8. No trees may be removed without prior approval from NEO Retreat Center Management. Requests for removal must be made in writing. NEO Retreat Center Management will determine the method and process of any approved removal.
9. No allowance toward the lease or other charges will be granted in exchange for work completed on a new or existing lot by the leaseholder.

YEAR ROUND MOBILE HOME POLICIES

MH-01 GENERAL

---

1. All Mobile Home leases are renewed annually. NEO Retreat Center Board reserves the right to review and approve or reject any Mobile Home lease. If NEO Retreat Center Board does not approve a lease for cause, the unit must be removed from the site within 30 days; sold to an individual approved by NEO Retreat Center Board; or donated to NEO Retreat Center.
2. NEO Retreat Center Board reserves the right to condemn and demolish any structure that is declared unsafe or structurally unsound by designated and approved inspectors.
3. Approval for placing a Mobile Home on the property must be obtained in writing in advance from the NEO Retreat Center Board. A Mobile Home permit must be obtained from the Ohio Mobile Home Association prior to the move. Applicants must supply a color photo and all details, including the size of the Mobile Home. An inspection by NEO Retreat Center Management must occur before any approval is given.
4. The Mobile Home only will be subject to county, township, and school taxes in the name of the Mobile Home owner.
5. Approved Mobile Homes, at the time of placement on the property, must meet the following specifications:
    a. Must have a minimum width of 12 feet
    b. Must be no older than 10 years
    c. Must be in good condition
    d. Must have all applicable permits/approvals
    e. Must have skirting affixed to the outside of the Mobile Home
    f. Must have shutoff devices for water, gas, and electric outside the residence for emergencies
6. Typical lot size allowed (depending upon topography) is 7,500 sq. ft. (e.g. - 50' by 100'). No Mobile Home may be situated closer than 10 feet to another living unit. The Mobile Home and all attachments or outbuildings must be situated entirely on the lot, subject to set-back requirements. The Mobile Home must be located to allow easy accessibility for removal, and the wheels and hitch must remain on the site.
7. Parking at a Mobile Home lot is limited to two (2) cars per lot. Additional cars are to be parked in other designated areas. See Section **GP-02 Vehicle Use** for detailed explanation.
8. All lots are to be kept neat and orderly. Grass must be cut at least monthly during the period May through September. If unable to comply, NEO Retreat Center Staff will cut the grass and a $50 charge will be billed to the leaseholder per occurrance and due upon receipt. Lots must be kept free of all debris and junk materials. (Revised 9/15/20)
9. Each lot address number must be prominently displayed on the site.

10. Each owner is expected to keep his/her Mobile Home in good repair. A periodic inspection will be made by NEO Retreat Center Management and a list of recommended corrections sent to the owner.
11. All Mobile Homes and other structures must be uncovered each camping season no later than Memorial Day. If the cover is due to structural damage, repairs are to be effected in a timely fashion and the cover removed.
12. The exterior of each Mobile Home should be cleaned at least annually.
13. Any compact refrigerator situated outside of a Mobile Home must be properly and safely secured when the Mobile Home unit is unattended. No refrigerator, apartment-size or larger, is permitted outside the unit at any time.
14. No refrigerator of any size may remain outside the Mobile Home beyond the normal camping season of May through October.
15. Any Mobile Home that is utilized as a place of residence for more than 15 days per month, for any period during the normal six-month camping season is considered a Partial Year Resident, and will be billed monthly for utilities used. Partial Year Resident status must be requested in writing and requires advance approval from the NEO Retreat Center Board.
16. Seasonal units will be billed for electric usage yearly, near the end of the regular camping season.
17. Year-round and partial year residents will be billed water, sewage and garbage fees assessed monthly in accordance with current rates. The lease, utilities fees, and any other assessments must be paid monthly, unless other arrangements have been approved in writing by the NEO Retreat Center Board.
18. If the NEO Retreat Center Management has not received a signed executed lease document, including payment in full or a signed executed payment plan by April 1 of the lease year, management will at that time assume that the leaseholder does not intend to renew said lease. All utilities will be disconnected at the lot in question at that time and the leaseholder will be given 30 days to sell or remove the Mobile Home. If not removed by the owner in that time frame, sold to an individual approved by the NEO Retreat Center Board, or donated to NEO Retreat Center, further legal action will be taken to have the Mobile Home removed from the lot. (Revised 9/15/20)

MH-02 TRANSFER OF OWNERSHIP AND MOVING

1. The sale of a Mobile Home on a lot must be requested in writing and have written prior approval from NEO Retreat Center Board. Neither the seller nor the buyer may move the Mobile Home until all NEO Retreat Center charges have been paid and all local and/or school taxes are satisfied. Evidence of payment of taxes is required.
2. No sale of a Mobile Home will be approved unless all NEO Retreat Center leases, fees, assessments, utilities, and charges have been paid and are current, and all local and/or school taxes issued to date have been paid. Evidence of payment of taxes is required.

3. The leaseholder on record may not permit anyone else, including family members, to use the lot and Mobile Home without prior written approval from NEO Retreat Center Management.
4. The leaseholder may not sublet their mobile home. (Revised 9/15/20)
5. Approved transfer of ownership of a Mobile Home with year-round or partial-year resident status does not include the transfer of said status. Continued year-round or partial-year status must be requested in writing and approved by the NEO Retreat Center Board.

MH-03 IMPROVEMENTS

---

1. If the proposed lot for the Mobile Home is in a section of undeveloped land, the costs of development, as well as the costs of hook up are the responsibility of the Mobile Home owner. Extra work that requires completion by NEO Retreat Center Staff is subject to the rates and policies established for such work at the time.
2. All improvements to structure(s) and/or lots must be aesthetically appropriate and consistent with other improvements on the lot, as well as with the area.
3. Hook up of water, sewage, and electric must be completed by NEO Retreat Center Staff; or by other designated, qualified individuals. It must be completed to NEO Retreat Center specifications with inspection. Prior written approval must be given by NEO Retreat Center Management. The cost of these hookups is the responsibility of the homeowner.
4. All improvements to Mobile Home lots must have written approval from NEO Retreat Center Board. The request for approval must be made in writing, and include what improvements are intended, along with details of the construction, including dimensions and materials to be used, and a drawing of the planned construction. Improvements include, but are not limited to: decks, porches, additions, storage buildings, pads, patios, major landscaping. Inspection by NEO Retreat Center Management will be carried out during construction.
5. Upon written approval of a project, an approval certificate will be issued by NEO Retreat Center Management, and this certificate must be displayed in a conspicuous location on the site until the project is completed and inspected by NEO Retreat Center Management.
6. Approved projects must begin within six (6) months of the date of approval, and must be completed within six (6) months of the start date of the project. If the approved project is not completed within one (1) year of approval date, construction must stop until a new application for approval is submitted for consideration and approval granted to resume.
7. Routine maintenance or the replacement of items on the lot or to the Mobile Home do not require prior approval, as long as the original footprint is not altered, the structure is not increased in size, or additional living space is not created.
8. If a concrete pad is requested by the leaseholder, the cost of preparation of the lot and construction of the pad is the responsibility of the leaseholder. Placement must be determined by NEO Retreat Center Management, and site preparation must include: adequate drainage, leveling,

and a minimum of 4 inches of gravel base. The pad's dimensions must be 10 feet x 20 feet, with a minimum reinforced thickness of 6 inches.

9. No trees may be removed without prior approval from NEO Retreat Center Management. Requests for removal must be made in writing. NEO Retreat Center Management will determine the method and process of any approved removal.
10. No allowance toward the lease or other charges will be granted in exchange for work completed on a new or existing lot by the leaseholder.

COTTAGE AND HOME POLICIES

CT-01 GENERAL

---

1. All Cottage and Home leases are renewed annually. NEO Retreat Center Board reserves the right to review and approve or reject any Cottage or Home lease. If NEO Retreat Center Board does not approve a lease for cause, the structure must be sold to an individual approved by NEO Retreat Center Board; donated to NEO Retreat Center; or otherwise disposed of.
2. NEO Retreat Center Board reserves the right to condemn and demolish any structure that is declared unsafe or structurally unsound by designated and approved inspectors.
3. Approval for constructing a new Cottage or Home on the property must be obtained in writing in advance from the NEO Retreat Center Board. Applicants must request approval in writing and state the type of structure they wish to build and include details as to dimensions, number of stories, construction materials, attachments, etc. A drawing of the construction to-scale also must be included with the application. The new structure must be aesthetically appropriate for the area where constructed and meet set-back requirements. Inspection by NEO Retreat Center Management will be carried out during construction.
4. Upon written approval of construction of a new Cottage or Home, an approval certificate will be issued by NEO Retreat Center Management, and this certificate must be displayed in a conspicuous location on the site until the project is completed and inspected by NEO Retreat Center Management.
5. Approved new Cottage or Home construction projects must begin within six (6) months of the date of approval, and must be completed within six (6) months of the start date of the project. If the approved project is not completed within one (1) year of approval date, construction must stop until a new application for approval is submitted for consideration and approval granted to resume.
6. Typical lot size allowed (depending upon topography) is 7,500 sq. ft. (e.g. - 50' by 75' x 2 Lots). No new Cottage or Home may be situated closer than 15 feet to another living unit. The Cottage or Home and all attachments or outbuildings must be situated entirely on the lot, subject to set-back requirements.
7. All new Cottages or Homes must have shutoff devices for water and electric outside the residence for emergencies.
8. The Cottage or Home is subject to county, township, and school taxes in the name of the dwelling owner.
9. Clearing and landscaping is the responsibility of the leaseholder.
10. Parking at a Cottage or Home lot is limited to two (2) cars per lot. Additional cars are to be parked in other designated areas. See Section **GP-02 Vehicle Use** for detailed explanation.

11. All lots are to be kept neat and orderly. Grass must be cut at least monthly during the period May through September. If unable to comply, NEO Retreat Center Staff will cut the grass and charge applied to the leaseholder's end-of-season utility statement. Lots must be kept free of all debris and junk materials.
12. Each lot address number must be prominently displayed on the site.
13. Each owner is expected to keep his/her dwelling in good repair, including painting where applicable. A periodic inspection will be made by NEO Retreat Center Management and a list of recommended corrections sent to the owner.
14. All Cottages or Homes and other structures must be uncovered each camping season no later than Memorial Day. If the cover is due to structural damage, repairs are to be effected in a timely fashion and the cover removed.
15. Any compact refrigerator situated outside of a Cottage or Home must be properly and safely secured when the residence unit is unattended. No refrigerator, apartment-size or larger, is permitted outside the unit at any time.
16. No refrigerator of any size may remain outside the Cottage or Home beyond the normal camping season of May through October.
17. Any Cottage or Home that is utilized as a place of residence for more than 15 days per month, for any period during the normal six-month camping season is considered a Partial Year Resident, and will be billed monthly for utilities used. Partial Year Resident status must be requested in writing and requires advance approval from the NEO Retreat Center Board.
18. Seasonal units will be billed for electric usage yearly, near the end of the regular camping season.
19. Year-round and partial year residents will be billed water, sewage and garbage fees assessed monthly in accordance with current rates. The lease, utilities fees, and any other assessments must be paid monthly, unless other arrangements have been approved in writing by the NEO Retreat Center Board.
20. If the NEO Retreat Center Management has not received a signed executed lease document, including payment in full or a signed executed payment plan by April 1 of the lease year, management will at that time assume that the leaseholder does not intend to renew said lease. All utilities will be disconnected at the lot in question at that time. In continuation, at the end of the lease year if the said lease has still not been executed, including payment in full or payment plan, the leaseholder will be given 30 days from the date of the notice to pay the account, after which the structure will be padlocked. Continued non-payment will result in further legal action as deemed necessary by the NEO Retreat Center Board.

CT-02 TRANSFER OF OWNERSHIP

1. The sale of a Cottage or Home must be requested in writing and have written prior approval from NEO Retreat Center Board. No sale will be approved unless all NEO Retreat Center leases, fees, assessments, utilities, and charges have been paid and are current, and all local and/or school taxes issued to date have been paid. Evidence of payment of taxes is required.
2. The leaseholder on record may not permit anyone else, including family members, to use the Cottage or Home without prior written approval from NEO Retreat Center Management.
3. The leaseholder may not sublet their Cottage or Home. (Revised 9/15/20)
4. Approved transfer of ownership of a Cottage or Home with year-round or partial-year resident status does not include the transfer of said status. Continued year-round or partial-year status must be requested in writing and approved by the NEO Retreat Center Board.

CT-03 IMPROVEMENTS

1. If the proposed lot for the Cottage or Home is in a section of undeveloped land, the costs of development, as well as the costs of hook up are the responsibility of the Homeowner. Extra work that requires completion by NEO Retreat Center Staff is subject to the rates and policies established for such work at the time.
2. All improvements to structure(s) and/or lots must be aesthetically appropriate and consistent with other improvements on the lot, as well as with the area.
3. Hook up of water, sewage, and electric must be completed by NEO Retreat Center Staff; or by other designated, qualified individuals. It must be completed to NEO Retreat Center specifications with inspection. Prior written approval must be given by NEO Retreat Center Management. The cost of these hookups is the responsibility of the homeowner.
4. All improvements to Cottage or Home lots must have written approval from NEO Retreat Center Board. The request for approval must be made in writing, and include what improvements are intended, along with details of the construction, including dimensions and materials to be used, and a drawing of the planned construction. Improvements include, but are not limited to: decks, porches, additions, storage buildings, pads, patios, major landscaping. Inspection by NEO Retreat Center Management will be carried out during construction.
5. Upon written approval of a project, an approval certificate will be issued by NEO Retreat Center Management, and this certificate must be displayed in a conspicuous location on the site until the project is completed and inspected by NEO Retreat Center Management.
6. Approved projects must begin within six (6) months of the date of approval, and must be completed within six (6) months of the start date of the project. If the approved project is not completed within one (1) year of approval date, construction must stop until a new application for approval is submitted for consideration and approval granted to resume.

7. Routine maintenance or the replacement of items on the lot or to the Cottage or Home do not require prior approval, as long as the original footprint is not altered, the structure is not increased in size, or additional living space is not created.
8. No trees may be removed without prior approval from NEO Retreat Center Management. Requests for removal must be made in writing. NEO Retreat Center Management will determine the method and process of any approved removal.
9. No allowance toward the lease or other charges will be granted in exchange for work completed on a new or existing lot by the leaseholder.

CAMP MEETING RULES AND REGULATIONS

1. All persons using the NEO Retreat Center during Camp Meeting are expected to attend services, conferences and other activities of Camp Meeting.
2. Upon arrival to the property, all campers must check in with the NEO Retreat Center Management.
3. All fees for lodging, electricity, leases, etc. are to be paid at the NEO Retreat Center Office.
4. NEO Retreat Center is a tobacco free camp. Smoking, using tobacco of any kind, drinking of alcohol and/or the use of illegal substances are not permitted anywhere on the property.
5. To ensure safety due to limited facilities and the heavy activity during Camp Meeting no mini-bikes, motor scooters, ATVs, bicycles, tricycles, skateboards, foot scooters or roller blades are permitted to be used on sidewalks or around buildings or playground area. No person can operate a motor vehicle, including golf carts, on the property without a current drivers license.
6. Being a church camp, no immodest attire, profanity or improper behavior will be permitted on the grounds. Short shorts, bare midriffs, lack of foundation garments, and t-shirts with offensive logos are examples of immodest attire. Swimming suits are to be one-piece or covered with a colored t-shirt. Speedo swimsuit attire is not acceptable.
7. While NEO Retreat Center does not encourage bringing pets, they are permitted on the property. Facilities are available near the campgrounds for boarding pets. Several kennels are located in the Berlin Center area. Pets must be controlled in accordance with Ohio Lease Law currently in effect. Pets must be leashed at all times outside of any residential facility. Pet owners are responsible for picking up and disposing of animal waste. Pets must be controlled at all times and not constitute a nuisance or danger to other persons. Pet owners will be asked to remove any animal from the property if it becomes a nuisance or danger to any individual around it. With the exception of service animals, and staff owned animals in staff residences, pets are not permitted in any buildings owned by NEO Retreat Center; or in public areas, such as the Playground or the Lake.
8. To ensure that everyone has a satisfying time of learning and Spiritual uplift, quiet time begins at 11:30pm. Persons are urged to return to their residence by midnight out of consideration to others. All visitors must leave the grounds by midnight. Parents are responsible for their children. If children or teenage friends are staying with you, realize that you are responsible for their behavior. Curfew is midnight for anyone under 18 years of age unless there is an approved Camp Meeting event.
9. Single persons under age 18 are not permitted to stay overnight in any place on the grounds without an adult in the same residence. Tents in the yard of RVs are permitted for use by persons under age 18, provided there is a responsible adult in charge of that person, and in the dwelling right next to the tent.
10. Persons destroying camp or personal property will be held responsible for these damages.
11. Kayaking, paddle boating, and canoeing are to be done at your own risk. Life jackets are required for boating. All children under 12 years old must be accompanied by an adult at all times near the water. No fishing is permitted during services. (Revised 9/15/20)

12. TVs, stereos or radios are not to be played outside of dwellings or in cars in a loud or disruptive manner.
13. If single persons rent a dorm room, the room shall be designated male or female. No co-ed renting of the same room is allowed. No one under age 18 can stay in the dorm unless there is a responsible adult staying with them. The quiet time also applies to the dorms.
14. Campfires are to be in fire rings at least 10 feet from any dwelling structure. Fires may be banned during dry times.
15. Fireworks of any kind are forbidden anywhere on the grounds.
16. All RVs must be parked in approved RV areas. No RVs or tents are to be located adjacent to Cottages, Homes, or Mobile Homes.