

Hidden Valley Owners' Co-operative Society Ltd.

986 Ourimbah Creek Road Ourimbah NSW 2258

BY-LAWS AS AT 01 July 2009

MEMBERS.

1. Members of Hidden Valley Owners Co-operative Society Ltd and those of their immediate family living at the same address are entitled to the use of the facilities at Hidden Valley.
2. Members are to pay for their accommodation at time of departure by way of accrued accommodation credit or by credit card detail onto slips provided for this purpose.
3. A member's immediate family is entitled to use Hidden Valley without the member being on the property under the following circumstances:-
 - (a) Over 16 and under 18 years of age - - day use only allowed with a limit of two only guests.
 - (b) Over 18 years of age - - overnight stays permitted with a limit of two only guests
4. A member's immediate family, (ie parents and children) not living at the same address as the member, are entitled to use Hidden Valley under the member's membership. Each cabin booked per family member is charged at member rates. The member must provide the manager with a written list of the family members to be included in this family membership. The member must take full responsibility for the behaviour of each person included in the family membership.

GUESTS

5. No responsibility will be taken for loss or damage sustained to guest's private property while visiting Hidden Valley.
6. Friends of the member or his family members not on the written list of family members (see Bylaw 4) are considered as guests and may attend the property only when accompanied by a member. A fee is chargeable per cabin booked for guests.
7. Guests are to pay in full upon making their booking by advising the Office of their credit card details unless attending as a guest of a member in which case the member will be responsible for payment if the account has not been settled. Any damage sustained to buildings or equipment by a member or by a guest of a member must be

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rectified at the expense of the member.

8. Members must be responsible for the actions and behaviour of their guests at all times on the property.
9. Members inviting guests are responsible for the guest's accommodation account which is to be paid prior to departure.
10. Guests are only allowed a maximum of two visits per calendar year within reason. Guests who wish to visit on a regular basis should be encouraged to join Hidden Valley.

MANAGER

11. Phone calls to the office and for normal bookings will only be taken by the Manager:-Monday to Friday 8am to 5pm. (Answering system available if the office is unattended.) Weekends and Public Holidays 10.30am to 12.30pm.
12. The manager can only accept payments, general enquiries and forward bookings on weekends and School Holidays during the displayed office hours.
13. The manager, a duty staff member or members authorised by the Board of Directors are the only ones to make entries or alterations into the accommodation booking system.
14. The "**private**" sign at the entrance to the manager's house area is to be strictly observed by all Members and Guests.
15. Members and Guests are not permitted access into the out-buildings within the manager's area without the express permission of the manager or a member of the Board of Directors.
16. Members, their guests and children of either are not allowed to ride on or in any farm vehicle, without the permission of the property manager or his appointed staff member.

GENERAL

17. The use of any illegal drug at Hidden Valley will render the user liable to immediate and permanent expulsion from the property.
18. Drinking. Teenagers over 16 years of age, with parental supervision, are allowed to consume a responsible amount of alcohol, as per conditions of the law, on Hidden Valley property.

CABINS

19. All reservations for cabins, camping and caravan sites must be made through the office. No other form of reservation will be considered valid.
20. Members may make off peak reservations on line or by phone for cabin, camping or caravan sites.
21. Members may book on behalf of another member at the time of making their own booking if they wish. Members should be aware that when booking for another member the penalty for failing to advise cancellation should it be necessary will result in a charge to the booked member.
22. Cabin reservations should be made 14 days in advance of the required date were possible. Guest reservations will not be subject to cancellation during the 14 day period to the booked date.
23. "PEAK PERIODS" Reservations should be made as soon as possible, to the date of the commencement of the School Holiday or Public Holiday period. Reservations for these peak periods is on a "first come" basis. In order to maintain an equal access opportunity, members must book and use their own accommodation booking for peak periods. The exception to this is the case of large families booking three cabins to share with another member family when six berth cabins are not available.
24. Payment of cabins, camp or caravan sites charges must be received at the office 14 days prior to the commencement of the peak holiday period. If payment is not received by the due date the cabin, camp or caravan sites will be automatically re allocated to the next member on the waiting list.
25. Cancellations made within 14 days of the commencement of a peak holiday period will forfeit the full amount of the charge for the cabin, camp or caravan site unless rebooked by another member of Hidden Valley. This applies if advanced payment is received or not. The member will be charged the full rate for the accommodation booked if the accommodation is not booked and utilised by another member.
26. The length of any one stay in a cabin, camp or caravan site is limited to two weeks per visit, if there is a waiting list for cabin use.

27. All belongings are to be removed from cabins immediately after the booked period. No member is to leave belongings in a cabin or camp site during Holiday periods unless they are booked and are using the cabin or camp site for that period.
28. Members may leave belongings in cabins or camp sites during the week of a non holiday period if they have booked, are using, and are charged for both the weekend prior and the weekend following and have advised the Property Manager and have his / her approval.
29. All cabins and camping and caravan sites are to be left in a clean and tidy condition. A cleaning fee will be charged if left dirty or untidy.
30. Barbeques must be cleaned immediately after use.
31. Cabin rules are posted in each cabin and these must be adhered too at all times.
32. Six Berth Cabins are for Member families consisting of more than four members in attendance at the Valley at the time of occupying a six berth cabin or if the six berth cabins are not required.
33. Member families with more than four family members in attendance at Hidden Valley must utilise a six berth cabin unless all such cabins have been booked and occupied by member families with more than four members in attendance. In such cases two four berth cabins will be offered to accommodate the member family if available.
34. Push bikes must not be ridden in the general area of the cabins were signs indicate.
35. Horses are not to be brought within 6 meters (twenty feet) of storage sheds or to within 6 meters (twenty feet) of cabin blocks.

CARAVANS AND CAMPING

36. No responsibility will be taken for any theft or damage of any kind to caravans or other private property while located on Hidden Valley.
37. A monthly fee is payable in advance for the storage of caravans left at Hidden Valley. The Board of Directors sets such fees from time to time.
38. The fee for Camping or the use of Caravans by members is to be the same as the cabin accommodation rate while staying at Hidden Valley or as set by the Board from time to time.

39. Caravans must be parked and camping sites erected only in the area designated for this purpose. All power to caravan and campsites is to be turned off when not being used for accommodation of members.
40. Advance booking for Caravans and Camp sites must be made in a similar manner to the booking of cabins for all periods to ensure that facilities are not overloaded. (Refer to relevant items in Cabins section)
41. Owners of Caravans located at Hidden Valley in any one of the seven powered locations must be in residence (sleeping therein) by the owners at least once every eight weeks for a two day period.
42. Failure to utilise a caravan in one of the seven powered locations in accord with this by-law will result in the caravan owner being told to relocate their caravan. This would be to either the storage area on the property or off the property altogether with the next member on the waiting list being offered the powered location.

STORAGE LOCKERS

43. A fee is chargeable for the hire of a storage shed or part thereof. This fee is determined by the Board of Directors from time to time and is payable from the first of July annually in advance for the following year.
44. No responsibility will be taken for any property left in storage lockers at Hidden Valley.
45. Perishable food stuffs and petrol must not be stored in any storage locker at Hidden Valley.
46. Horse feed may only be stored in storage lockers if it is contained in a sealable container that is "rat and mouse" proof.
47. Members sharing storage lockers must at all times have due regard for the other occupier and their property within the locker.

HORSES, HORSE RIDING AND AGISTMENT

48. For the safety of all riders, all persons mounted on any horse on Hidden Valley and on trail rides MUST wear a hard hat of a type approved for horse riding by the Standards Association of Australia. All hard hats must be securely fastened at all times.
49. All riding at Hidden Valley is to be done under the safe riding procedures as per the procedure displayed in the Office, in the Barn and Rec Hut. No variation to the procedures, set down from time to time by the Board of Directors, is permitted by any member or guest.

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Failure to adhere to the safe ride procedures will result in an automatic exclusion from riding at Hidden Valley and referral to the next Board of Directors meeting for a suitable period of expulsion from all horse related activities for the member or guest.

50. Decisions on horse assignment, trail rides, etc. are at the discretion of the property manager or his appointed staff member at the time.
51. When and where there are more riders than available horses the person in charge of the rides decision of allowing members' priority over guests must be accepted.
52. Proper protective clothing must be worn on all trail rides, riding boots or healed boots / shoes are required to be worn.
53. A monthly agistment charge is payable in advance for private horses agisted on Hidden Valley.
54. Members desiring to agist a horse or horses at Hidden Valley must complete an agistment agreement and pay the agistment bond prior to any horse being brought onto the property.
55. All horses agisted at Hidden Valley must be ridden / worked at least once every eight-(8) weeks. In the event of an inability to comply with this By Law, application in writing for an exemption is to be made to the property manager. Failure to ride/work a horse at least once every eight (8) weeks without an exemption will result in the termination of the agistment agreement and a request to relocate the agisted horse away from Hidden Valley.
56. While there is a waiting list for agistment of a first or second horse at Hidden Valley, the maximum number of horses that may be agisted be each family is to be two.
57. A veterinary certificate must be obtained and handed to the property manager before any horse may be agisted on the property. Such certificate shall contain detail of the examination carried out by the veterinarian with particular reference to infectious diseases and or skin infections.
58. Society horse feed must not be taken for any horse without the express permission of the property manager.
59. Horse paddocks and common areas are not to be used for private riding lessons or for the lunging of horses. All such activities are to take

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place on the flats, the round yard or the arena or in an area agreed by the property manager.

60. Agistment accounts must be paid in full within sixty days of invoice or the agistment agreement may be terminated by the Board of Directors of Hidden Valley and the horse owner instructed to relocate the horse and finalise all outstanding debt against the members account within seven days. Failure to do so after being instructed may result in the horse being confiscated and sold to recover any and all debt owed to the society.

HORSE RIDING LESSONS

61. Private horse riding lessons on the property should be booked through the office, and conducted at the round yard, the arena or the flat area as agreed by the property manager.
62. Hidden Valley members and guests of members staying at Hidden Valley will not be charged a fee from the Co-operative for participating in private lessons.
63. Non members not staying at Hidden Valley will be charged a per person fee as set by the Board of Directors from time to time for each day lesson or part there of taken. This fee will be paid to the property manager or duty manager by the private instructor prior to the commencement of any lesson.

MOTOR BIKES.

64. Trail bikes must be ridden on the bike track situated on the south eastern end of the property or as directed by the Property Manager/ DUTY Manager.
65. Riders must conform to the order placed on the Society by the State Pollution Control Commission, particularly with regard to the area used and the noise emitted.
66. The Noise Control Act also states that all bikes must be fitted with an adequate silencing device.
67. Mufflers must not be removed as this creates undue noise and increases the risk of fire.
68. By law, spark arresters must be fitted during bush fire danger periods.
69. The access track from the cabins to the trail bike track must not be used as a part of the bike track. Bikes must be pushed without the

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motor running through the manager's yard past the cottage and into the track area before being started. Noise and speed must be kept to a minimum until the bike crosses the creek onto the track proper.

70. Gates leading to and from the trail bike track must be kept closed to prevent stock from straying.
71. ALL riders and pillion passengers must wear helmets of a type approved by the Standards Association of Australia when on a motor bike at Hidden Valley.
72. Trail bikes are not to be ridden in the vicinity of the cabins or on any part of the property other than the bike track area without the prior approval of the manager.

MOTOR BIKES USE OF AREAS OTHER THAN THE BIKE TRACK.

73. Motor bikes are permitted to use areas other than the bike track at the discretion of the Property Manager.

SWIMMING POOL.

74. The rules are posted at the swimming pool and these rules must be complied with at all times.
The safety gate must not be propped open at any time.
75. Access to the filtration unit and its enclosure is strictly prohibited to all other than employees of Hidden Valley.

RECREATION HUT AND SURROUNDING AREA.

76. The recreation area must be left tidy after use. Particular attention must be paid to cleaning the Barbeques and cleaning the Rec Hut.
77. Members and non member groups desiring to hold a private function at Hidden Valley must use the Rec hut must and have the approval of the Board of Directors or the Property Manager prior to the function.
78. A reservation for the facility for the function must be made at the property office once approval is obtained.
79. A hire, cleaning, insurance and/or a damage fee, may be charged in appropriate circumstances.

THE BARN

80. The common room known as "The Barn" is to be cleaned and left in a tidy condition immediately after each use.

81. Children must be supervised at all times when they are using this room.
82. The barbeques in front of "The Barn" must not be left unattended while alight, and must be cleaned immediately after each use.

MEMBERSHIP OF THE CO-OPERATIVE

Associate Membership

83. Members who have held not less than five shares for at least five years or as determined by the Board of Directors from time to time shall be entitled to apply to the Board of Directors for Associate Membership of Hidden Valley Owners Co-operative Society Ltd.
84. The number of Associates is limited to a maximum of 20% of the ordinary membership (ie that does not include associates). Applications for associate membership are to be made in writing to the Board of Directors and shall be on a strict first come first served basis.
85. Associate Members shall pay an annual levy of 50% of the current financial year Active Members Levy as determined by the Board from time to time.
86. Associate Members shall be entitled 50% of the accommodation credits of an active member.
87. Associate Members shall be entitled to only one week of accommodation during the December-January school holidays (excluding public holidays).
88. Associate Members will be charged at guest rates for any additional accommodation visits beyond their accommodation credits received on payment of their annual levy.
89. Associate Members may make bookings for school holidays, public holidays and long weekends NOT PRIOR TO 30 DAYS before the commencement date of the relevant school holidays, public holidays and or long weekend.
90. Associate Members shall not hold office whilst still an Associate Member.
91. An Associate Member may, at the expiry of any Membership year, elect to become a full Active Member for the next Membership year.

92. Associate Members will not be entitled to a powered caravan site or horse agistment on Hidden Valley. If there is a waiting list for storage lockers, they may not have a locker.
93. Other than the conditions on Associate Membership set out above, Associate Members shall be entitled to all the benefits of and shall be subjected to all the responsibilities of a full Active Member as set out in these By Laws.

Active Membership.

94. An Active or full member of the Hidden Valley Owners Co-operative Society Ltd is a member who is financial with the Co-operative in regard to his/her annual levy and current accounts.
95. The number of Active Members of the Hidden Valley Owners Co-operative Society Ltd is limited to a total of one hundred and fifty (150) members. One hundred and fifty Active Members shall be held as the maximum number of Active Members unless varied by a unanimous vote in favour of varying the total number by the Board of Directors at a normal meeting of the Board of Directors or by a resolution of members at either an Annual General Meeting or a Special General Meeting of members.

Financial and Non Financial Members.

96. A financial Member is a member who has paid his annual levy and pays his / her current account when due. A non financial member has either not paid his / her annual levy or who does not pay their account when due.
97. Non financial members shall be denied access to and the use of Hidden Valley facilities unless payment of all outstanding debt is received including any interest payable prior to visiting the property.
98. Booking will not be accepted for Non financial members for either accommodation or trail rides.
99. Former members of Hidden Valley Owners Co-operative Society Ltd, who have no outstanding debts to the Society, have retained their Certificate of Title, and seek to rejoin the Society, having been absent for at least one full financial year but no more than a period to be determined by the Board, from time to time, may do so, if approved for membership by the Board. The fee for rejoining shall be equal to 75% of the current fee set by the Board for the purchase of the Certificate of Title from the Co-operative, or a fee to be determined by the Board from time to time. The normal pro-rata levy is also applicable for the

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membership period of the year of rejoining.

100. Notice of resignation from Hidden Valley must be sent in writing (or by email) to the manager or the board by midnight on the 30th of June of the year of leaving the valley. A member must be financial in order to resign.

Members Accounts.

101. Member accounts, fees and charges are due and payable on receipt of invoice. Fees and Charges are as per the schedule of user charges set by the Board of Directors from time to time and displayed in the property office.
102. Debtors will receive a statement when their account is at 30 days or older and interest equal to the Hidden Valley overdraft interest rate plus 1% shall be applied to any account which is 90 days or older. All outstanding accounts 90 days or older may be referred to a collection agency.
103. A penalty interest rate is to apply to all overdue levies unless a suitable payment arrangement has been entered into between the member and the Board of Directors in writing. The interest rate is to be calculated at the Hidden Valley overdraft rate plus 1% on a monthly basis in arrears.
104. On receipt of the annual levy, members will be entitled to accommodation at Hidden Valley to a value of \$1000 annually. Such accommodation entitlement shall be non-transferable.

FISHING

105. New South Wales fishing laws are in effect at Hidden Valley and must be observed.

HUNTING

106. Hunting is strictly prohibited on Hidden Valley property.

PETS

107. Pets are not allowed on Hidden Valley property.

INSURANCE

108. The Society holds "Public Liability" insurance. (However as this is a policy primarily designed to cover your guests and other non-members, some private family cover is advisable.)

SPEED LIMIT

109. A speed limit of ten (10) Kilometers per hour applies in the cabin area and on the approach driveways thereto. A speed limit of ten (10) Kilometers per hour applies to the Caravan and Camping areas.

PARKING

110. Cars must be parked in the parking areas at each end of the cabin blocks. Care should be taken to avoid parking in positions that will obstruct other member's entry or exit to or from the area or staff carrying out their duties.
111. No trailers or horse floats are to be parked in the parking areas at either end of the cabin blocks longer than required for normal loading and unloading. A storage area for floats and trailers is available close to the motor bike track. Please consult the property manager for detail on approved float and trailer parking locations.

LOST AND FOUND

112. Valuable articles found should be handed to the property manager. Other articles such as clothing should be left in the lost property box in the laundry area.

OPEN FIRES

113. Permission must be obtained from the property manager before any fire is lit in the open on Hidden Valley. No fires are to be lit during fire bans or times of Bush Fire Danger.

KEY BOARDS AND NOTICE BOARDS

114. Key boards are used to advise members and guest of their allocated cabin. No one other than Staff is to alter the names or cabin allocations on these boards.
115. Notice boards at Hidden Valley are for the display of information by the Board and Social Club as well as notices regarding the sale of items by members that may be of interest to fellow members.
116. Notice Boards are not to display members advertisements for the sale of, or transfer of, Hidden Valley Co-operative Society Ltd Shares or their Certificate of Title while ever the Board are conducting advertising campaigns for new members. Members wishing to sell Hidden Valley Shares are advised that it is their responsibility to undertake advertising of such sales at locations other than on Hidden Valley property.

MINDING CHILDREN

117. No children under 18 years of age are to be left overnight at Hidden Valley unless they are in the care of a member and are accommodated in that member's cabin/s.
118. The member left in charge of another members/ guests child or children must accept total responsibility for the behaviour of that child or children in every respect including any bed time curfew.

WORKING BEES

119. Members are expected to attend at least two working bees per calendar year, unless they have contributed substantially in some other way towards the running of the valley, as deemed appropriate by the Board. Failure to participate will result in a fine, the amount of which will be set by the Board and reviewed annually.

QUARANTINE RULES

120. **Horses agisted on HV.** If they leave HV to go to an outside event, horses agisted at HV must not be automatically put back into their normal paddocks but the owners must seek the advice of the manager as to where the horse should go. Where the horses are placed on the property, and how long they spend in quarantine, is at the discretion of the manager
121. **Members bringing a new horse onto HV.** The horse must have a signed vet certificate from a recent vet check and up to date strangles and tetanus inoculations. The vet certificate must be presented to the manager before the horse comes onto the property. The horse must be put into a quarantine paddock for 10 days but may be ridden on the valley. The horse may not attend a horse day until it has been assessed by the manager.
122. **HV members who do not agist at HV but bring their horses onto to HV to ride.** Horses must be kept in the quarantine paddock designated by the manager. The manager must be notified of any horses being brought onto the property prior to their arrival. They cannot be left in any of the other communal agistment paddocks. The owners are free to ride the horses however within the valley.
123. **Outsiders bringing a horse onto HV for an event.** The manager must be notified of the number of horses coming to an event at least 5 days prior to the start of the event. Horse owners must provide proof of strangles and tetanus vaccinations to the event organizers or the

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manager. Horses must be put in the paddocks made available to them for the event. On no account can they be put into any of the HV communal agistment paddocks on Hidden Valley.

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THE BOARD OF DIRECTORS HOPE THAT THESE BY-LAWS WILL MAKE
HIDDEN VALLEY ENJOYABLE FOR ALL WHO STAY.

We hope you have "Many happy returns to our farm in the country."