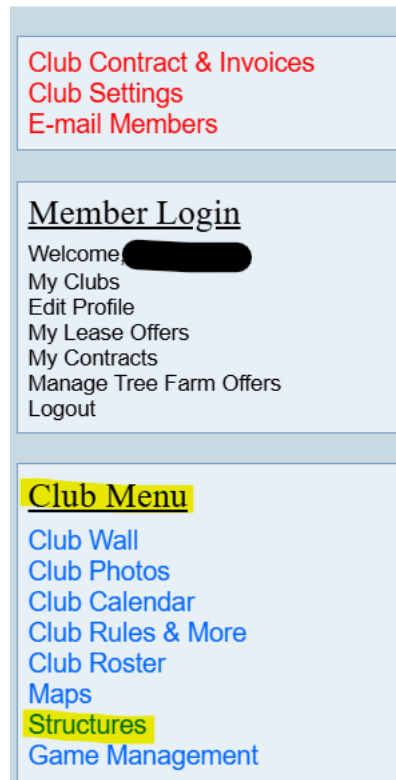


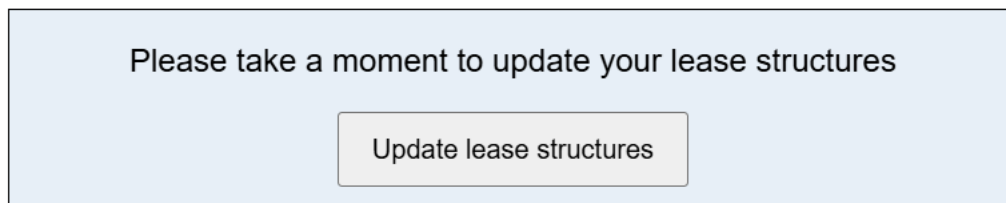
EXHIBIT “D”
Detailed Instructions
For Completing Campsite and Structure Online Form

1. Log into your online account with TTG Leasing
2. On the Left side of the screen, look for “Club Menu” under Club Menu, look for “Structures” (see example below). Click on Structures.



3. At this point, you will see one of two things.

You might see this:



If this appears, click on Update Lease Structures

OR you might see this:

Structures last updated: N/A

Structure	Count	Cost
Campsites	<input type="text" value="1"/>	<input type="text" value="\$ 0.00"/>
Campsites with electric utilities (not generators)	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Campsites with water utilities (not watertanks)	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
RVs & Campers	<input type="text" value="1"/>	<input type="text" value="\$ 300.00"/>
Camp Houses	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Containers	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Abandoned Structures	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Canopies & Covers	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Oversized Canopies & Covers	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Water Wells	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Portable Buildings (sheds under 36 square feet)	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Portable Buildings (sheds over 36 square feet)	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Club Pavillions	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Weigh-in Check Stations	<input type="text" value="0"/>	<input type="text" value="\$ 0.00"/>
Total	<input type="text" value="2"/>	<input type="text" value="\$ 300.00"/>

Fill out this form. This is the online form that takes the place of the Exhibit “D” Campsite and Structure Form. Please fill out everything that is applicable with your lease. ***IF YOU DO NOT HAVE A CAMPSITE OR STRUCTURES ON THE LEASE PROPERTY, IT IS STILL MANDATORY FOR YOU TO SUBMIT THIS FORM.*** Make sure everything has zeros on it.

Once everything is filled out, click “**Save Structures**”

Once you hit Save Structures, the system will send the leasing department notice for us to update your account and / or create an invoice for your lease campsites and structures.

Once the invoice is created, you should receive notice from our lease system that a new invoice has been issued. If you do not receive a notice, you can find the new invoice under Club Contracts & Invoices.

[Club Contract & Invoices](#)
[Club Settings](#)
[E-mail Members](#)