

CTTA Park Operations Manual
Rules, Regulations and Guidelines
P.O. Box 362 – Avery, CA 95224 209-795-2130

PARK RULES, REGULATIONS AND GUIDELINES

Revised 7/29/13 – Board approved 10/12/13 – **Members ratified 7/05/14, 07/06/19**

Park Rules, Regulations and Guidelines must be approved by the membership. Only temporary additions, deletions and revisions can be made by majority vote of the Board of Directors. All permanent additions, deletions, or revisions must be approved by the majority vote of the Membership at a scheduled Annual Meeting, special Meeting or Written ballot Vote. Effective July 2007 Members must be notified as soon as possible of any Board changes to the rules and copies must be available in the park office at no charge.

Office Hours:

WINTER

| | | |
|---------------------|---------------|-------------------|
| Labor Day to Nov. 1 | 8:30 to 5:00 | Seven days a week |
| Nov. 1 to Apr. 1 | 10:00 to 4:00 | Seven days a week |

SUMMER

| | | |
|----------------------|--------------|-------------------------|
| April 1 to Labor Day | 8:30 to 5:00 | Sunday thru Thursday |
| | 8:30 to 8:00 | Friday and Saturday |
| | 8:30 to 8:00 | Sunday on Holidays only |

HOLIDAY HOURS will be posted in the newsletter, website, bulletin boards and office.

Please conduct business during office hours. However, be assured someone is available at any hour for an “emergency”.

HOURS IMPORTANT TO NOTE:

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|-------------------|--|
| Board Meetings: | Closed session: 9:00 – 12:00 2 nd Saturday of the month Open session: 1:00 PM No meeting in December |
| Teen Center: | Same as office hours. Teen Curfew: 10:00 PM weeknights, 11:00 PM Friday, Saturday and Holidays unless attending an authorized Park function, after which they (Bylaw 7.2.28) must return directly to their site. Effective date 5-14-94. |
| Generators/Noise: | 8:00 AM to 11:00 P.M. all year For decibels over 65 – 10:00 AM to 6:00 PM all year |
| Noise | Power Equipment etc. 9:00 AM to 8:00 |
| Holding Tanks: | Pumped between 1:00 PM and 4:00 PM daily |
| Propane: | 1:00 PM daily |
| Playground: | 9:00 AM to dusk |
| Pool: | 10:00 AM to dusk, Memorial Day to Labor Day |

Alphabetical list of rules and information:

- 1. ANNUAL MEETING:** General membership meeting is held the first Saturday of July.
- 2. BATTERY ROOM:** Cost is \$3.50 per battery (effective 5-15-93). Pay at the office when battery is picked up.
- 3. BINGO:** Saturday evenings at 7:00 PM in the Commissary, if there are 20 players or more and a caller. Cost is \$1.00 per card for 10 games.

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4. BOATS: There is a \$40 annual fee per boat for parking in the boat parking area and a \$10.00 per year fee for the Kayak rack. Fees are due for the year on April 1st on a first come, first served basis. Overnight boat parking must be in the designated area of the parking lot. Boats that are in the boat parking area shall have current registration, be in usable condition, and must be moved twice a year. Boats may be taken to your site for loading, unloading or cleaning (room permitting). A copy of the boat rules/regulations and forms is posted on the bulletin board in the boat area.

5. BUILDING KEYS: The Board President and the Board member who represents Maintenance. are the only persons other than Park staff to have keys to the buildings. Any adult member is allowed to check out keys to the Commissary, Adult Lodge and Black Bart for personal use or activities (except for kitchen) as long as there is no restriction to other members from using the building. Return the keys as soon as the activity is over. Teens may request use of the Teen Center during office hours only after signing in and must sign out when leaving.

6. BUILDINGS:

***ADULT LODGE:** Persons under the age of 18 are not allowed in the Adult Lodge at any time. Effective 3-8-97: Get the loaner key card from the office during business hours. After hours the key card **MUST** be turned in by inserting thru the slot in the office door. Please leave the lodge clean after use. There is no **sleeping, smoking, nor overnight sleeping** in the Adult Lodge. The kitchen in the Adult Lodge is primarily for CTTA group events. (See Kitchen Facilities below for information on use of the Kitchen.) (See schedule of fines and penalties for violation costs.)

BLACK BART: Ages up to 12½ years. Children **must** have an adult present at all times in the Black Bart Center. (See schedule of fines and penalties for violation costs). Effective 7/13/13 Black Bart is not to be used after 8:00 p.m. No alcoholic beverages permitted at any time by adults supervising children at Black Bart.

COMMISSARY: Any member entering the Park and unable to get to their campsite because of road conditions can check with Park Management to get permission to sleep in the Commissary. Members can get permission to have meals in the Commissary in inclement weather ONLY. Any members wishing to schedule a group event or activity in the Commissary/Adult Lodge and/or its kitchen must obtain permission from the Board in advance ~~by~~ a written request and approval). Members wishing to use the Adult Lodge and/or Commissary (excluding the kitchen and/or group events) may do so at any time without charge. However, the members will be charged for any cleaning and/or damages resulting from their use of the facilities. (See schedule of fines and penalties for violation costs)

KITCHEN FACILITIES: COMMISSARY/ADULT LODGE: Any member wishing to use the kitchen facilities at the Commissary or Adult Lodge will be charged a \$10.00 per day/night (24 hours period) fee (effective 2/18/97) and required to pay a \$50.00 deposit in advance (effective 11/8/97). Arrangements are to be made through the Park office directed to the Board of Directors, with a copy to Park office 10 days prior to a scheduled Board meeting (effective 2/8/97). The \$50.00 cleaning deposit will be returned when the building is inspected and found clean after use. Cleaning and damages in excess of \$50.00 will be the responsibility of the member who scheduled the event. (See schedule of fines and penalties for violation costs)

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TEEN CENTER: Ages 12½ to 18. Hours same as office hours 7 days a week. Check with office during office hours. All Teens using the Teen Center must sign in and out and all are responsible for that part of the building. Any damage or vandalism done by a teen(s) will be charged to the membership responsible for the teen being in the Park and allowed to use the facility. (See schedule of fines and penalties for violation costs)

SMOKING IS NOT ALLOWED IN ANY BUILDING, INCLUDING THE COMFORT STATIONS. (See schedule of fines and penalties for violation costs).

ALL BUILDINGS ARE EXPECTED TO BE LEFT AS FOUND OR CLEANER!!

ABUSE OF ANY BUILDING WILL RESTRICT THOSE PERSONS INVOLVED OR THEIR GUESTS FROM FURTHER USE OF THE BUILDING FOR A PERIOD OF 30 DAYS OR AS DETERMINED BY THE BOARD.

7. **BYLAWS:** Members are allowed one free copy of Bylaws when Bylaws are updated. Additional copies may be purchased in the office for \$2.00. (ratified July 2007 Annual Meeting)
8. **CB's/CELL PHONES:** The Park operates on CB channel 5 (Revised 11-1-01). It is advisable to have a CB in your trailer. Through the CB, if you have a phone message or a guest at the gate, you can be contacted quickly. If you wish to be contacted in an emergency by cell phone rather than CB, please give your cell phone number to the office.
9. **CHAIN CONTROL:** Chain Control applies to chain requirements for vehicles in the Park and the closing of roads via a chain across the entry to roadways. Park Management will determine at what time and for how long chain control will be in effect.
10. **CHECKING IN AND OUT:** It is important that you check in and out of the Park and register your guests with the office. This enables the staff to properly handle messages and emergencies. In case of fire or emergency, the office needs to know how many sites to evacuate at any given time.
11. **COMPLAINTS:** Must be submitted to the office in writing on an Action Form. However, emergency situations should be brought to the attention of the person on duty immediately no matter what time of day or night. "Emergency" is defined as an imminent threat to life or property.
12. **CURFEW** for children 17 and under: 10:00 PM weeknights - 11:00 PM Friday, Saturday and holidays unless attending an authorized Park function, after which they must return directly to their site. Effective date 5-14-94.
13. **DISTURBING EMPLOYEES AFTER HOURS** Members who disturb resident employees after duty hours for non-emergency issues will be charged the **Charges for Services** fees most recently passed by the board. The following are examples NOT considered valid reasons for disturbing the CTTA Emergency contact in the mobile units after working hours (after p.m. and before am.) Per the CTTA by-laws, the member who disturbs a Resident Employee will be fined: \$25 first offense, \$50 second offense, and referral to the board for the third offense.

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- Help changing a flat tire
- Vehicle needing a tow
- Vehicle needing to be pulled out of ditch or stuck in snow or ice
- Vehicle needing a jump, gas, or other issues
- Trailer with water leak, power or heating problems
- Tree fallen on trailer with no injuries
- Tree fallen on road
- Bathroom sink or toilet are clogged

These are considered personal problems or issues that could be handled during working hours. We thank you for your cooperation.

- 14. FINE ASSESSMENT/CARD DEACTIVATION:** When assessed with a fine, a Member's Gate Key cards will be deactivated if the fine is not paid ten (10) days after the Member is notified of the fine assessment. The Member will still have access to his/her own campsite, but will have to gain access through the Park Office until all fines are paid.
- 15. FIREPITS:** All fire pits including free standing stoves, BBQ's etc. in the ground and above, must be inspected annually prior to use per the Bylaws (7.2.25). Effective 9/09/06: You must have a charged water hose close by when using your firepit or a barbecue.
- 16. GARBAGE CANS:** Are located at each comfort station and large dumpsters near the office parking lot. All cardboard boxes must be broken down before disposal, household garbage only. Be sure to keep the lids on the garbage cans closed in order to keep the animals from getting into them. The Maintenance Staff do their last comfort station pick up at 4:00 p.m. After 4:00 p.m., **please bring your trash to the office dumpsters** so that trash will not be left in the comfort station garbage cans overnight inviting bears and raccoons.
- 17. GATE HOURS:** The hours are the same as the office hours. Unless you have a Key Card, you will not get in after hours. Disturbing employees after hours to get into the park because you or your guest does not have a gate key card is **NOT** considered an emergency. Therefore, fines in number 13 above apply. Please make necessary arrangements to meet your guests who may arrive after hours. The resident employee who is the designated emergency contact for the night can let **members** in the gate up to 10 p.m. without fining. This does NOT apply to guests/non-members.
- 18. GOLF CARTS:** Effective 9-12-92: Must comply with 10 MPH speed limit. Must obey one-way roads. Must have headlight and taillight if driven after dark. Must be registered with CTTA office and show proof of liability and property damage insurance. Must have site number front and back in three (3) inch letters available in the park office for no charge. Licensed DMV drivers only may drive a golf cart. Owner or licensed driver must be in cart when children are riding. Owner is responsible for guests' actions when guests are driving. Carts must be in safe and acceptable driving condition. Effective 7-10-99: Limit the number of people on a cart to provide safe seating for each person.

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- 19. GUESTS:** All guests must be accompanied by a member, with the following exception: the member may supply the office with a list of immediate family members who have permission to use their site in their absence. "Immediate family" is defined as parents, siblings, adult children or adult grandchildren. No campsite can be used by anyone under the age of 18 years without the member present. Guests must register in the office and pick up a "Guest Guideline" and sign out when leaving (Bylaw 7.2.14). Guests not accompanied by a member and not listed at the office will be turned away. Guests cannot stay more than 14 days per calendar year. Any exception to this rule must receive prior written approval from the Board of Directors. Added 10-13-2001: **USE OF ABUSIVE/FOUL LANGUAGE OR OFFENSIVE ACTIONS** by guests towards site members, CTTA employees or other CTTA guests will not be tolerated at Timber Trails. (see schedule of fines and penalties for violation costs and 2.5 of Bylaws). Any guest expelled from the park must appear before the Board of Directors with the member of whom he/she is a guest before being allowed back into the park.
- 20. GUEST SITES:** Guest sites are available for rent. Check with the office to make reservations. Effective 9-14-91. There is a use fee of \$15.00 per night for unimproved sites and \$25.00 for improved sites (effective July 2009) payable in advance. Effective 7/05/2003, a deposit of \$25.00 is required when reserving a guest site. Deposit will be returned if cancelled more than 24 hours in advance of date of reservation. **No campfires are allowed at any guest site at any time.** (*Members approved 7/05/14*) (see fines and penalties schedule for violation costs)
- 21. HOLDING TANKS:** Holding tanks are pumped between 1:00 to 4:00 PM daily. Make an appointment in advance. Cost is as determined by the board. Pay at the office. All special services are to be paid upon receipt of service, including holding tank pump outs.
- 22. ICE MACHINES:** Both bagged ice and blocks are available to members **ONLY DURING OFFICE HOURS**. If you plan to arrive after office hours, please purchase your ice before coming to the park.
- 23. LAUNDRY ROOM:** Coin operated washers and dryers are located in the pool building. It is open 24 hours. Please keep the appliances clean by wiping down the machines and emptying the dryer filters after each use.
- 24. LIBRARY:** Located in the pool building. Please return books in the designated area.
- 25. MESSAGES:** Messages received in the office are posted on the bulletin board in front of the office. In case of an emergency, the message will be delivered by Park staff to your site immediately.
- 26. MONTHLY DUES:** Your monthly dues should be paid at the Park office or by mail sent to P.O. Box 362 – Avery, CA 75224. Please note your site number on the check.
- 27. MOTORCYCLES:** Motorcycles/motorbikes transported in a truck must remain in the truck or walked into the compound. Motorcycles/motorbikes on or in a trailer must be left on or in the trailer and the trailer parked in the designated area or the parking lot. Motorcycles/motorbikes on or in a trailer, or in a truck can be taken to your site for cleaning, service, etc., but must be left in or on truck or trailer. Motorcycles/motorbikes may never be run above an idle at any time while in the park. Any street legal motorbike must be idled into the park and may not be ridden past the parking lot area except to leave the park. Motorcycles/motorbikes

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removed from the truck or trailer must be left in the parking lot or compound area. *(Approved by members and updated 7/05/14)*

- 28. NEW MEMBER ORIENTATION:** New members must attend a new member orientation prior to receiving their membership certificate or occupying their site. New member orientation will be given at 11am and 12pm in the Commissary, prior to the monthly Board meeting. Check in at the office. New member orientation will be given by the Park Manager and/or one or more Board Members. All Members are encouraged to attend. New members must attend that Board meeting.
- 29. NEWSLETTER:** Watch for your monthly newsletter to keep informed of news and coming events in your Park. The Newsletter is our main media for communicating any changes to park rules, policies or enforcement reminders. Please notify the office of your email address to receive your newsletter electronically, which saves tremendous postage, printing and labor costs.
- 30. NOISE LEVEL LIMIT:** As of 7/13/09 generator noise level cannot exceed 65 decibels. The decibel level will be tested by the park staff, using a decibel meter and will be tested at a distance of 10 feet from the location of the generator. The hours for operating this level of generator are 8:00 AM to 11:00 PM daily.

IF your generator is louder than 65 decibels, the hours of operation will be 10:00 AM to 6:00 PM daily.
- 31. OFFICE TELEPHONE:** Office telephone is for office use only and may only be used by anyone other than office personnel for EMERGENCIES. There is a public telephone in the parking lot near the pond area for member use. The office only has two lines.
- 32. PARKING LOT STORAGE:** *Effective 11/14/04* there is a 30-day limit per calendar year for parking trailers, tent trailers, motor homes, vehicles, etc. in the CTTA main parking lot. The office must be notified and a waiver of liability signed BEFORE parking your vehicle or RV. Only vehicles with current registration may be parked in the Park at any time. If the owner has extenuating circumstances and needs to keep the unit in the parking lot longer, they may request approval for more time from the Board of Directors. If the unit is not moved from the parking lot at the end of the 30-day limit, a \$10.00 per day fee will be assessed until removed. The unit may be towed by a tow company to the tow company's storage facility with all charges at the owners' expense per California Vehicle Code. Official signs will be posted in the parking lot stating the towing company's name, phone number and California Vehicle Code section.
- 33. POOL RULES:** All pool rules are posted at the pool. A pool key card may be purchased in the office for \$5.00 or a loaner key card supplied during office hours. No food is allowed in the pool area. No glass containers or bottles of any type may be used at the pool. No smoking and no pets are allowed in the pool area. Pool hours are 10:00 a.m. to dusk seven days a week from Memorial Day to Labor Day. Pool closes after Labor Day weekend. All children under 14 must be accompanied by an adult at all times. Babies or toddlers wearing diapers are not allowed in Timber Trails pools.
- 34. PROPANE:** Leave empty tanks at designated area by compound before 1:00 PM. They will be filled between 1:00 and 4:00 PM. Pay for propane at the office. *Effective 7/05/2003,* propane service will be provided every day.

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35. RESIDENCY: Per Bylaw 10.7, All members are prohibited from establishing residence on the property. Residence is defined as being permanent and your only living establishment versus being migratory or transient. The Board of Directors is responsible for enforcement. Any member, if formally asked by the Board of Directors is required to show (in writing) verifiable proof of residence outside the confines of the Association's premises. A Post Office Box in some community does not establish residence for compliance with this Bylaw. Compliance will be administered under Bylaw 10 as a serious offense against the Association. Members must maintain outside residency.

36. RESTROOMS: Please help keep your restrooms clean! During winter months, you must contact the office before 4:00 PM to have the electricity to your comfort station turned on. No electric appliances (blow dryers, razors, chargers etc.) shall be left plugged into restroom facilities without the owner present.

Association electrical outlets may be used for charging of small personal items that require minor charging. Examples of such items are: cell phones, PDA's, flashlights, power drill batteries, etc.

In addition small personal grooming items may be used in comfort stations, examples are: hair dryers, curling irons, electric razors, hair trimmers, etc. Member must be present while using and/or charging personal items. Recreation events such as Bingo, dance equipment and lights, D.J., and sound equipment may be used as required for events. In addition, laptop computers may be plugged into association outlets at the Hani and the Adult Lodge for Wi-Fi use.

It is the purpose of this policy to preclude the plugging in of trailers for general operational use. Permission for temporary use in the case of an emergency, hardship or noise control may be granted by park management on a case by case basis. *(Approved by members 7/05/14).*

37. SITE CLEANUP: Effective 7/06/2002. Campsites must be cleared of all debris that is a fire hazard within 100 feet or from boundary marker to boundary marker. Per Ebbetts Pass Fire requirements for site cleaning is by May 31st of each year. Member will be fined \$200, and will have until June 14 to clean the site. If the site is not cleaned by June 14, CTTA will clean the site and bill the member for the cost of cleanup. Fire & Safety or management will arrange to have the sites cleaned as soon as possible. Payment for the above will be per the Bylaw 2.3.5. Ebbetts Pass Fire requirement is April 15th. Effective 7/12/2003. Each calendar year the Park's staff is required to make a cursory inspection of all campsites (including guest sites) to determine if they are in compliance with this rule. The inspections will be completed by June 10th. In accordance with our Bylaws (section 7.2.26) all "sites must be kept in a neat, clean and orderly condition at all times." (See schedule of fines and penalties for violation costs). (See Fire and Safety Guidelines in Park Operations Manual for further details on site inspections procedures). Upon completion of site clean-up, member must sign on the office list to request a site inspection prior to May 31st each year.

38. SPEED LIMIT: The speed limit in the Park is 10 miles per hour. This must be obeyed. Make sure your guests are aware of this rule. This rule also applies to golf carts, bicycles, scooters, and skateboards.

39. TOOLS: Some small hand tools may be borrowed to use at your site. The hand tools for member use are available in the tool shed. Sign out for tools in the office. (Only employees may use power tools.)

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40. TRAILER MOVING POLICY: CTTA personnel do not move trailers. A list of professional trailer moving companies may be obtained in the office – effective 7/05/2003.

41. TREES: Effective 9-13-97: A member requesting to remove a tree over 4 inches in diameter at 54 inches up from the ground or for site improvement or for any other reason, must have prior approval of the Board of Directors and will be required to replace it with a 5 gallon size tree indigenous to the area. Tree replacement will be overseen by the Rules & Design Committee. Added 5-8-99: Trees will be measured using the International Standard of Measure, which is the diameter of the tree 54 inches from the ground.

Effective 7/01/2006: Any member wishing to cut down a tree on their site must submit a written request to the Board of Directors or the Rules and Design Board Representative. The request must state the exact location of the tree they want to remove and the reason for requested removal. The Board of Directors must discuss the issue (including any committee recommendations) in **OPEN FORUM** at a scheduled monthly Board meeting. In order to be granted approval, the issue must receive an approval from the Committee (if one exists) and a majority vote of the entire Board of Directors. If not approved, the member can request the matter be placed on the agenda for the next scheduled annual meeting. The member can present their case and the membership will decide the issue by majority vote. All approvals are to be documented in writing and signed by two officers of the Corporation. They are to be maintained in the site membership file indefinitely. Members cutting down trees without approval will be held responsible for their actions under Bylaw 10- serious offenses against Calaveras Timber Trails Park.

42. TV ANTENNA/ SATELLITE DISH/SOLAR PANEL: Satellite dishes are allowed but limited in size to 18". Solar panels may be placed in a tree or on a pole however, plans must be submitted to and approved by the Rules & Design Committee as to where it will be placed on the site and any proposed poles or trees to be used to elevate Solar panels. Satellites added 2-14-98.

43. SITE IMPROVEMENT: Before you start any improvements or changes on your site, a written application plan must be submitted to Rules & Design for approval. Rules and Design applications are available in the office during normal office hours or may be downloaded from the CTTA website.

44. SMOKING: -As of 7/95, There is **no smoking in any building** in the park including Black Bart, Teen Center, Adult Center, Commissary, Office, Library, Laundry, Pool Building or any comfort station. (See fines and fee schedule for violation costs).

45. SPECIAL SERVICES PAYMENT: Paying for special services (i.e. Pump outs, propane, etc.) upon receipt of service. In no way are they to go unpaid in excess of 30 days. Members whose accounts go beyond 30 days will be: 1). Refused additional services until their bill is paid in full and 2). Charged a late fee of 10% on the unpaid balance. It is recommended that members pay their bill at the time of service and/or before they leave the park. *Effective 9/09/06.* Credit for Special Services will not be extended to anyone who is delinquent in dues. *(Approved by members 7/05/14)*

46. UTILITY TRAILERS: Utility Trailers can be parked in the designated area at the old burn pile. Utility trailers can be taken to your site for loading, unloading or cleaning (room permitting) however, no overnight parking is allowed at your site. Trailers in the designated area must be moved twice a year. There is a mandatory payment of twenty-five dollars (\$25) per year based on a twelve-month period Jan 1st to December

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31st which will not be pro-rated. All utility trailers must have current license plates and registration with DMV shown to the office at the time the storage fee is paid. *(Approved by members 7/05/14)*

47. VEHICLES: If the Association observes that a motor vehicle on a site in the Park is inoperable or unusable for the purpose of transportation, the Association may inform the site member that the vehicle shall be removed. It shall be presumptive that the vehicle is inoperable or unusable if it either has not been moved from the site for 3 months or is not currently registered. The notice shall be sent by first class mail. In the event the vehicle is not removed or made operable, registered and/or usable within 30 days from mailing, cost of removal shall be an assessment against the site owner. The Association may have a towing service remove the vehicle to the towing service storage area and treat the vehicle for purposes of storage charges and lien sale as though it had been abandoned on the public roads. Added 7-3-99. All vehicles in the park, including but not limited to autos, Motorhomes, RVs of any type, tent trailers, and utility trailers must have current vehicle registration on the vehicle. This is in accordance with State law. A registration sticker may be placed in a window of an RV that is visible year around, rather than on the license plate to protect it from being stolen. It must be ON THE VEHICLE, not just in the office files.

(a) **Valid Drivers License.** No Member (or family Member) guest, employee, etc. is allowed to operate a motor vehicle of any kind (car, truck, ATV, golf carts, etc.) within the confines of the Park without a valid driver's license. If requested by the Board of Directors and/or the Park Manager any person driving a motor vehicle in the park must present their driver's license immediately. If the validity of a driver's license is questioned the individual will be required to present a DMV printout within five (5) business days. Any individual who refuses to comply, or if their license is found to be invalid, will be told to stop driving immediately. Those who do not stop will lose Park privileges per the Association's bylaws. Members will be held legally responsible for their family Members and/or guests. (See schedule of fines and penalties)

Approved by Board of Directors and finalized 10/12/2013. *(Ratified by members 7/05/14, 07/06/19)*