

CTTA PARK OPERATIONS MANUAL

**CTTA
COMMITTEE
GUIDELINES**

Table of Contents

Title	Page #
Committee General Guidelines	3
Administrative Committee	4
Boat Committee	14
Bylaw Committee	14
Finance Committee	16
Fire and Safety Committee	18
Nominating Committee	24
Recreation Committee	25
Rules and Design Committee	31
Tribunal	54

COMMITTEE /GENERAL INFORMATION

Committee Definition and Explanation

A “**Committee**” according to Webster is “a group of people working together for a specific goal and who are selected from a larger group”.

There are three types of committees: **1) Ad hoc Committees** - are given a specific task. When the task is completed, the committee is dissolved.

2) Standing Committees –continue throughout the term of the Board. Ad hoc or Standing Committees are optional. If no volunteers can be found for Ad hoc or Standing Committees, the committee function will cease until volunteers can be recruited.

3) Permanent Standing Committees are written in our Bylaws and are required to function continuously. Committee members are in essence, “assistants” to the Board of Directors. In the event that no volunteers offer to serve on any of the Permanent Standing Committees the Board of Directors as a group must perform the duties of that committee.

There are only four (4) Permanent Standing Committees mentioned in our Bylaws: **Rules and Design, Tribunal, Nominating and Bylaw Committee.**

Any of the three types of Committees may have its **members** and its **chairman** dissolved by the Board with or without reason at any time. (*Davis-Stirling Act*). All three types of committee members are dismissed automatically at the Annual Meeting each July. The new board may ask the same committee members to continue or may appoint new members of the committee. All committee members must be park members in good standing.

Committee General Guidelines

- 1) All Committee Chairman must be approved by the Board of Directors at a monthly Board meeting. (authority: *Bylaw 6.3*) with the exception of the Recreation Committee Chairman who is approved by the Membership at the Annual Meeting. The Chairman of any Committee then selects members as needed for his/her committee.
- 2) The Committee purpose or goal is set by the Board. The Chairman sets the agenda of the committee to accomplish that goal. Board members should not micromanage a committee.
- 3) The Committee Chairman or delegated individual should make a monthly report to the Board of Directors in the open meeting. In case of absence, the Chairman should delegate another member of the committee to give a report or send a written report to the Board to be read at the open meeting.

A Board member may serve on a committee, with the exception of Liaison Director who may not serve on any committee (see Liaison Director duties in Director’s Handbook). Board members may choose to chair a committee with Board Approval. (Director’s Handbook – Secondary duties of Directors and Davis Stirling) It is best for Board Members to not chair a committee in order to prevent any conflict of interest and/or favoritism Directors are to remain unbiased and fulfill their fiduciary duty to the entire membership. The exception to that rule is the Nominating

Committees CTTA

Committee wherein a Board Member must chair the committee. (*Bylaw 4.3 and Committee Section of Park Operations Manual under Nominating Committee*).

- 4) The Board may, at any time, retire a Committee, its members and/or its Chairman. (*Davis Stirling Act*)
- 5) Funds that may be needed for a committee are delegated by the Board at the Board's discretion. (*Bylaw 6.3*)
- 6) Committees should be insured by the insurance carrier for the Board for liability and protection in the performance of their duties on the committee. (*Adams and Kessler, Attorneys regarding HOA and the Davis-Stirling Act; Blair White, former CTTA Atty. As stated in a letter to the Board*). It is the responsibility of the Board to provide a copy of the insurance Declaration page to all members annually. (See Directors Handbook, *Bylaw 6.1.2 and the Davis-Stirling Act*).

The following committee guidelines of the various Timber Trails Committees are for the purpose of educating each committee on their specific duties as outlined in this manual.

ADMINISTRATIVE COMMITTEE

History: The first Administrative Committee of record was formed in March of 2001 for the purpose of organizing the park operations, procedures and guidelines into a manual that would provide instruction and guidance for the Park and its future membership, directors and committees. At that time, the park did not have an adequate Reserve to protect the park assets nor any guidelines for growing that Reserve. The committee, along with the Treasurer, President and Park Operations Supervisor, worked on both the financial and the Administrative needs of the park. The first real "Park Operations Manual" was brought to the membership at the 2001 Annual Meeting and voted to be accepted as our rule of law for the park. (basically our CC&Rs for our Home Owners Association). The manual is the same that we use today with minor revisions. Because they had "written" the manual, and became aware of all the State requirements, park rules, office and maintenance procedures, they became the experts in how the park was supposed to function. Though new Board members came on board every Annual Meeting, the Administrative Committee brought stability and integrity to the Park Operations. (*See letter of formation of committee, and some of the correspondence at the end of the committee section*)

Though an Administrative Committee has not been used in more recent years, it is largely because we had a Park Operations Supervisor who worked with the original Committee and knew what was expected, where things were to be filed, and all the procedures of the park. She resigned in the 2005-6 fiscal year. Since that time we have had a high rate of turn-over in the park office, creating chaos. The manual developed by the Admin Committee has acted as a guide for all new staff in their short tenure. The absence of an Administrative Committee in recent years has caused some serious problems such as park vehicles being unregistered for a year, property taxes being paid late with large fines, originals of very important legal documents

being lost and recently, our Statement of Information to the California Secretary of State being delinquent for three years (a violation that put our tax exempt status in jeopardy). Their task as “overseers” of these important Administrative details is essential in assistance to the Directors of the park. The Directors hold the ultimate responsibility for administering our park affairs with little or no knowledge of the legal requirements involved in doing so.

With this background, the following guidelines were set in 2007 for an Administrative Committee as outlined below:

Administrative Committee Selection:

As in all Committees, a chairman is selected by the Board. They choose a member who has a good working knowledge and understanding of how our park operates and preferably has experience in office procedures and/or Administration. The other 3 members are selected (at the Annual Meeting) from volunteers who are members in good standing. The committee should be made up of people who are usually in the park for extended periods or who live nearby and come to the park often. They should have been members for at least the last three years and have knowledge of how the park functions and what legal requirements we must fulfill.

General Duties of the Admin Committee: The Admin Committee’s only task is to inspect park records, buildings, grounds, equipment, vehicles, etc. to assure that procedures and policies as outlined in the Park Operations Manual are being performed. They present a written report of their findings to the Board of Directors once every quarter. The Board takes whatever action is necessary to correct any deficiencies.

Authority of Admin Committee: The Administrative committee has no authority to change properly adopted Policies, Procedures, Rules or Bylaws. They can make recommendations for change. They do not have authority to spend any park funds or to direct Park employees. Their only authority is to expect Park staff’s prompt cooperation when performing their inspection. (Inspection is one day every three months).

Meetings of Admin Committee: The Admin Committee meets briefly following the Annual Meeting for introductions and to exchange contact information. At that time, the Chairman gives a brief description of the committee’s task and sets a date for their first inspection in July. The purpose of holding the first inspection in July is to provide the newly elected board with a report prior to the August Board Meeting. The Chairman will hand out copies of the Administrative Committee Guidelines as written in the Park Operations Manual “Committee” section. The Committee must perform their duties at a time that is most convenient for the Park Staff (preferably not a weekend and never on a Holiday).

Rotation of Committee Members:

In order to provide stability and continuity in the Administration of the Park, two members go off the committee each year at the Annual Meeting. Two new volunteers are received, leaving 2 knowledgeable members to educate and work with them and help educate new Board members on Park Administrative policy and procedures. The decision as to which two members come off the committee each year is made by the committee members themselves. This “**rotation**” process provides opportunity for a greater number of Park Members to learn the inner-

workings, policies and procedures of the Park Administration, keeping those policies in check. When this rotation program is followed, we would have a dozen members who know all aspects of proper Park Administration according to our Park Operations Manual in just five years.

What does the committee actually do?

The Admin committee provides the needed continuity to Park Administration that the Board and office turn-over do not. Doing Park business the same way, in a professional manner, year after year is imperative to protection of the park. With the information provided by the Admin Committee in the Quarterly Report, the Board learns immediately what needs to be corrected and can set a plan in motion to bring about that correction. This is a large park administrated by volunteers who serve on the Board of Directors. It is impossible for them to do all that is required of them without assistance from various Committees. Most Board Members are not aware of the many legal details that are handled through our park office nor have knowledge as to where documents are to be filed and how our records are to be maintained. Boards change each year. They seldom get into the “details” of office or maintenance operations. By the time they learn the basics, they are off the board and a new Board takes over.

Duties:

- 1) The Admin Committee provides **orientation** to newly elected Board Members (an approximate one hour session) on election day. .
- 2) **Insure new Board Members have been provided with a Park Operations Manual on day one.** Insure the return of retiring Board Member’s manuals and keys (if any).
- 3) Quarterly perform a physical inspection of everything on the checklist (see check list on following pages) and report findings to the Board of Directors.
The checklist includes but is not limited to: Sewer Plant records, up to date Pool inspection records are maintained, Park Operation Permit, Fire Permit, County Department of Weights and Measures annual certification, Secretary of State “Statement of Information”, County Property Taxes, vehicle maintenance records, building safety, functional exit signs, fire extinguisher certification, insure licensing fees are paid on time, labor law signs are posted, safety meeting records kept of weekly meetings, Emergency Evacuation Plans are posted, Park “charge accounts” authorizations are up to date, and a myriad of other items pertaining to the Administration and operation of the park. (See check list below)
- 4) Insure that the Bylaw Committee and Board Secretary have worked together to update the Park Operations Manual within 30 days after each Annual Meeting or Board decision to change a policy or procedure as written in the manual.
- 5) Insure that all members and employees have been notified, in writing, of any changes to the Park Operations Manual within 30 days after a change has been made.

The forms on the following pages are to be used for the quarterly inspections performed by the Admin Committee. Over time, this list may need to be expanded and/or updated. The Admin Committee may not make any additions to the list without prior written approval from the Board of Directors. The Board then gives a copy of any changes to the Bylaw Committee to do the actual editing of the forms and provide an updated copy to the Board Members for their manual, to the office for their master Park Operations Manual and to the Admin Committee. The old version will be destroyed when the new one is ratified at the Annual Meeting.

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
MAINTENANCE WORK AREA				
Propane Price Sheet (current)	Posted in Propane Distribution Center			
County Weights and Measures certification	Posted in Propane Distribution Center			
Emergency phone numbers	Posted in Shop on clipboard			
Sewer Plant Daily Log	In truck clipboard			
Shop Inventory (current)	Shop clipboard			
Tool Shed clean & well supplied	n/a			
Vehicle Fire Extinguishers current	In all vehicles			
Vehicle Registrations	In glove boxes			
Vehicle Registration stickers	On vehicle license plates			
Vehicle Proof of Insurance	In glove boxes			
Vehicle Maintenance Log current	In shop			
Fast Attack Fire Truck Operable	n/a			
Siren operable when tested	n/a			
County Health Dept. Pool certification	Posted at pool building			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
OFFICE				
Emergency phone numbers	Posted on bulletin board on porch			
Minutes of last Meeting	Posted on outside wall in front of Teen Center			
HCD Permit to Operate current	Posted on Bulletin board front office			
County Weights and Measures certification current	Posted on Bulletin board front office			
County Health Dept. Pool certification current	Posted on Bulletin board front office			
Fire Permit current	Posted on Bulletin board front office			
California Labor laws (current)	Posted on bulletin board in back office area for employees			
Copies of Bylaws current	On counter			
Copies of Rules current	On counter			
Copies of Guest Rules current	On counter			
Copies of Sites for Sale	On counter			
Copies of Action forms	On counter			
Copies of Site Improvement Request form	On counter			
Site campfire inspection list	In front horizontal file "Campfire Inspection"			
Golf Cart Registration list	In front horizontal file "Golf Cart Registration"			
Golf Cart stickers (current year)	In front horizontal file "Golf Cart Stickers"			
Vehicle/RV Registration list	In front horizontal file "Vehicle/RV Registration"			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
OFFICE				
Burn Pile Storage list current	Front horizontal files “Burn Pile Storage”			
R & D Specifications current	Front horizontal files “R & D Specifications”			
Pump Out Logs current	Front horizontal files Pump Out Logs (12 months of records)			
Wood Allocation Report	Front horizontal files “Wood Allocation Report”			
Computer Back Up current	Front horizontal files “Back Up” w/n last week			
Office Equipment Manuals/Warranties & Contracts	Front horizontal files “Office Equipment”			
Park Operations Manual current	Back shelf in binder (verify most recent)			
Minutes of current year Ex. & Open	Back shelf in binder			
Minutes of past 7 years Ex. & Open	On office storage room shelves			
Sewer Plant Reports	Back shelf in binder			
Rules and Design Master Maps	Back shelf in 2 binders			
Bank Statements current Fiscal Year	Back Accounting Desk shelf in binder “Bank Statements”			
Monthly Financial Reports	Back Accounting Desk shelf in binder “Monthly Financial Reports”			
Accounts Payable	Back Accounting Desk – tray			
Paid Bills current Fiscal Year	Back storage room File cabinet #2 – Top drawer			
Paid Bills prior Fiscal Year	Back storage room File cabinet #2 – 2 nd drawer			
California Payroll Tax deposit receipts	Back storage room file cabinet #2 3 rd drawer			
Deposit receipts	Back storage room file cabinet #2 3 rd drawer			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
OFFICE				
Deed to Property (copy)	Corporate file cabinet #1 – Alphabetical “Deed”			
Deed to Property (original)	Safety Deposit Box at Bank			
Articles of Inc/Bylaws (copy of original and all subsequent amendments)	Corporate file cabinet #1 – Alphabetical “Articles of Inc.”			
Articles of Inc/Bylaws (original)	Safety Deposit Box at Bank			
County Land use Permit (copy of original)	Corporate file cabinet #1 – Alphabetical “Land use Permit.”			
County Land use Permit (original)	Safety Deposit Box at Bank			
Water Quality Control Board permit (copy of original)	Corporate file cabinet #1 – Alphabetical “Water Quality Control Board.”			
Water Quality Control Board permit (original)	Safety Deposit Box at Bank			
IRS Tax Exempt Status w/seal (copy of original)	Corporate file cabinet #1 – Alphabetical “IRS Tax Exemption.”			
IRS Tax Exempt Status w/seal (original)	Safety Deposit Box at Bank			
Cal. Franchise Tax Board Exempt Status (copy of original)	Corporate file cabinet #1 – Alphabetical “Cal. Franchise Tax”			
Cal. Franchise Tax Board Exempt Status (original)	Safety Deposit Box at Bank			
Federal Income Tax Report – last 7 years (originals)	Corporate file cabinet #1 – Alphabetical “Federal Income Tax”			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
<i>OFFICE</i>				
State Income Tax Report (originals) last 7 years	Corporate file cabinet #1 – Alphabetical “State Tax”			
Cal. Housing and Community Development Permit to Operate	Corporate file cabinet #1 – Alphabetical “Cal. Permit to Operate” (originals all permits since park inception)			
Cash Deposits (CDs) copy of originals	Corporate file cabinet #1 – Alphabetical “CDs”			
Cash Deposits (CDs) originals	Safety Deposit Box at Bank			
Fire Inspection Reports last 7 years Ebbetts Pass Fire or Cal Fire	Corporate file cabinet #1 Alphabetical “Fire Inspections”			
Water Quality Control Board (Correspondence indefinitely)	Corporate file cabinet #1 Alphabetical “Water Quality Board Corres.”			
Cal. Dept. of Real Estate “Public Report” (since inception copies)	Corporate file cabinet #1 Alphabetical “Cal Public Report”			
Cal. Dept. of Real Estate “Public Report” (since inception originals)	Safety Deposit Box at Bank			
Attorney Correspondence (originals) indefinitely	Corporate file cabinet #1 Alphabetical “Attorney Corres”			
Cal. Wood Allocation Report indefinitely	Corporate file cabinet #1 Alphabetical “Wood Allocation”			
Forest Review Report	Corporate file cabinet #1 Alphabetical “Forest Review”			
Blank checks	Corporate file cabinet #1 Bottom drawer in sequence			
Voided checks – current fiscal year	Corporate file cabinet #1 Alphabetical “Voided Cks”			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
<i>OFFICE</i>				
Cal. Statement of Domestic Corporations (indefinitely)	Corporate file cabinet #1 Alphabetical "Cal. Domestic Corporations"			
Cal. Statement of Information (indefinitely)	Corporate file cabinet #1 Alphabetical "Cal. Stmt. Of Info."			
Corporate Seal	Safe - in house			
Bank Signature Cards (current year copy)	Corporate file cabinet #1 "Bank Signatures"			
Safety Deposit Box Information (current)	Corporate file cabinet #1 Alphabetical "Safety Deposit Box"			
Bank Accounts List (current)	Corporate file cabinet #1 "Bank Account list"			
History of Park information	Corporate file cabinet #1 Alphabetical "History"			
Contracts (current contracts for equipment, etc.)	Corporate file cabinet #1 Alphabetical "Contracts"			
Insurance Carriers History	Corporate file cabinet #1 Alphabetical "Insurance Carriers Hist"			
Insurance Policy (current)	Corporate file cabinet #1 Alphabetical "Insurance Policy"			
Vehicle Pink Slips (current on all vehicles)	Corporate file cabinet #1 Alphabetical "Vehicle Pinks"			
Vehicle Registration (current)	Corporate file cabinet #1 Alphabetical "Vehicle Registrations"			
Bills of Sale (Historic)	Corporate file cabinet #1 Alphabetical "Bills of Sale"			
Personnel Files (current employees only)	Corporate file cabinet #1 3 rd drawer (verify there are only current employees in file) – You may not inspect files individually			

Committees CTTA

DOCUMENT	WHERE FILED/POSTED/PLACED	NOTE	DATE	VERIFIED BY
OFFICE				
Reserve Study (indefinitely)	Corporation file cabinet #1 Alphabetical "Reserve Study"			
Worker's Comp Claims (indefinitely)	Corporation file cabinet #1 Personnel drawer #3 "Worker's Comp Claims"			
Worker's Comp Insurance Policy (current)	Corporation file cabinet #1 Alphabetical "Worker's Comp Insurance"			
Worker's Comp Insurance (Historic)	Corporation file cabinet #1 Alphabetical "Worker's Comp Ins. History"			
Accident Reports (kept indefinitely)	Corporation file cabinet #1 Personnel drawer #3 "Accident Reports"			
Audit Report (indefinitely)	Corporation file cabinet #1 Alphabetical "Audits"			
Member files A-Z by last name	Back storage room – horizontal files (A-I are missing)			
Site files A-Z by site #	Back wall, site files A-Z (verify A-Z are complete)			
CA. Title 25 Regulations	Back book shelf			
Davis Stirling Act	Back book shelf			
Stored records				
Financial records 7 years	Storage area (verify 7 years of Financial Records are stored on shelf)			
Minutes all years Since inception	Storage area (verify minutes from all prior years are stored in date order listed on outside of boxes)			
First Aid Kit well supplied	Under counter in office			
And such other items as may be determined necessary in the future				

BOAT COMMITTEE

The Boat Committee governs their own parking area with approval from the BOD. The fee is \$40.00 due April 1 on a first come, first serve basis. No boat parking in the Park parking lot.

This is their rules.

1. All boats on trailers will be parked in the designated boat area at Timber Trails Parking lot.
2. In order to accommodate all boats, the front row will be for boats 15ft. or longer. Boats smaller than 15ft. will go in slips according to size of boat and size of slip and maneuverability within the boat yard.
3. We will need to agree among ourselves as to which parking space each of us will use on a seasonal or yearly basis. Most of us that have boats there now are probably happy with the parking arrangements. However if someone is not happy, please submit your boat size and any special reason for wanting a different space.
4. In the event the boat is not used twice per year, it must be removed from the parking area to make room for another boat. The boat parking area cannot be a long-term boat storage area.
5. Boat parking will be monitored by the Boat Committee to be sure that all boats and trailers are currently registered.
6. In the unlikely event that our boat parking needs peaked, and there are boats waiting to come into the Park, the Committee must take action to create a fair situation for all concerned. We could come to a point where we would need to trade off every other month, or have a lottery type drawing for three-month periods, or some other methods, to be fair to all that want boat parking. The Boat Committee will have the responsibility to work this out, if this should happen.
7. Some boaters have stated that if we run out of parking slips and new boaters are waiting to come in, they will give up their slips and take their boats home for a season. If you are of this thinking, please state this on the attached survey.
8. Provide the Board of Directors with our written policies and guidelines.
9. Each member occupying a boat slip shall be responsible for keeping his slip clean, weed and pineneedle free, with decent tarps or covers on their boat.
10. When a boater leaves his slip, no one will move into his slip without first checking with someone on the Boat Committee or the office, to see if it is an open space.

BYLAW COMMITTEE

A Bylaw Committee Chairman is selected at the first Board Meeting of the year. The Chairman then finds at least two other members to serve on the Committee. In the event there are no volunteers to serve on the Bylaw Committee, the Board of Directors as a group must perform the duties of the Bylaw Committee.

Duties of the Bylaw Committee:

- 1) The Bylaw Committee's main duty is to assure that the Corporation Bylaws and Park Operations Manual (CC&Rs) are up to date and in agreement with the Bylaws, Title 25 building codes and the Davis Stirling Act.

Committees CTTA

- 2) If any part of the Park Operational Manual (except for Bylaws which cannot be changed by the Board) is temporarily changed by the Board throughout the year, the Bylaw Committee is notified by the Board Secretary. The Bylaw Committee then makes the appropriate “temporary” change(s) to the manual and provides copies to the office to insert in the Master Park Operations Manual, to the Board of Directors to insert in their manuals. The old portion shall not be removed until the members ratify the temporary changes into law at the Annual Meeting.
- 3) The Bylaw Committee submits (to the office) a “ready for print” copy of the “temporary” POM changes to be published in the next Newsletter. Members are to be notified of any changes no more than 30 days after the Board vote. The Board Secretary must keep a running list of all “Board Actions” that affect our manual.
- 4) In late February of each year, the office sends a notice to all members that they may present any proposed Bylaw (or Rule) changes to the Bylaw Committee no later than March 30th. (Bylaw 9.1) Proposals received after that date are not considered. The Bylaw Committee then reviews the members’ proposals and determines if it is a Bylaw or a Rule that member is requesting to change. The Committee then types the proposal to be submitted to the Board on the publication format adopted in the POM, (See Bylaw Publishing Format at the end of this section) giving them a place to make note of the Board vote.
- 5) The Bylaw Committee forwards any changes proposed by members to the Board of Directors to be reviewed and voted on at the **April Board Meeting**. The Board Secretary then returns the proposed changes form with the Board vote noted in detail, to the Bylaw Committee Chairman. The Bylaw Committee prepares the proposed change for print in the Annual Meeting packet and submits it to the office. The office places the changes given them in the appropriate place in the Annual Meeting packet and adds the proposals to the ballot in numerical order.
- 6) As soon as possible following the Annual Meeting, the outgoing Bylaw Committee types any amendments of the Bylaws or Rules or Manual from the vote taken at the Annual Meeting. **Committee must be certain to note at the bottom of the page (footer) the date of approval by the membership.** One copy of the “old Bylaws” or “Rules” is stamped as “old” and is filed in the Corporate file cabinet under “Bylaws” or “Rules” (as appropriate) in chronological order and all other copies are shredded. A CD of the new Bylaws is given to the office staff to put on their computers in order for them to have a continually updated set of Bylaws on computer. All old versions on computer shall be deleted. Using the updated version of the Bylaws, the office then prints several of the amended Bylaws or Rules for members to pick up on the office counter or at the August Board Meeting and the office notifies the members of the changes through the monthly Newsletter.
- 7) The outgoing Bylaw Committee insures that Board members receive a copy of the Amended Bylaws or Rules in their Board packets at least 10 days before the August meeting. Board members are to update their Park Operations Manual with the new Bylaws given them and shred the former copy.
- 8) The “new Bylaw Committee” which was chosen at the first Board meeting in July (after the Annual Meeting in July on the 2nd Saturday of the month) are now the official Bylaw Committee. The outgoing Bylaw Committee provides the new

- committee with a copy of the amended Bylaws and an up to date manual from which the new Bylaw Committee will work in the coming year.
- 9) This completes the Bylaw Committees duties for their year of service.

It should be noted that Bylaws should not be changed often nor taken lightly. The changing of some Bylaws **can cause the Corporation to loose their non-profit tax-exempt status. Attorney consultation prior to BYLAW changes is advised.** Often, a proposed “Bylaw” change can be addressed by simply changing a rule or policy in the Park Operations Manual, or by enforcing an existing Bylaw, rule, or policy, rather than altering the Bylaws. (suggested by our attorney and by Adams and Kessler Attorneys on Davis Stirling Act).

FINANCE COMMITTEE

The Finance (sometimes called Budget) Committee is an Ad hoc committee and assists the Treasurer of the Board of Directors in the work of proposing a new Budget each year. The members must receive a copy of a proposed budget at least 30 days prior to the beginning of the fiscal year (Davis Stirling Act). Our fiscal year begins October 1st. The best way to give the members at least a 30 day notice is to include the proposed budget in the Annual Meeting packet. Any proposed budget should be part of the Annual Meeting packet and voted on at the Annual Meeting, otherwise a special meeting has to be called and notification and ballots mailed, which can be quite expensive.

Basic Guidelines for the Finance Committee

- The Finance Committee Chairman is recruited by the Treasurer and the Chairman recruits others.
- As in all committees, the Chairman is appointed by the Board, The Treasurer serves on the committee and provides all requested information needed to assist them in proposing a balanced budget. The Treasurer should attend all Finance Committee meetings.
- At no time will the Finance Committee members be allowed access to the Park Office or the office records. Any needed access will be provided by the Treasurer.
- The Chairman determines the agenda for the meetings that he/she believes will best help the committee to develop a realistic proposed budget.
- The goal is to keep dues as low as possible yet provide for all estimated costs of park operations including labor and supplies.
- The committee must base the budget only on the coming year’s estimated dues income.
- The formula used in the past several years has proven to work very successfully. That formula is: 500 members times the monthly dues, less 5% discount for 250 members equals the estimated dues income.
- The Finance Committee reviews the prior three years “End of the Year” reports in order to determine a proposed budget for the coming year. There may have been some “unusual” expenditure or income in the prior year that may not occur in the coming year, therefore the three year basis is reviewed to get a better picture of the park needs.
- Normal cost of inflation at 2% and utility increases at 5% are standard. For the purposes of commercial budgeting, PG&E will give you the figures for any proposed increase they intend to make in the coming year. Possibly other utilities will do the same.

- A proposed budget should be simple and easy for members to follow. (see former year's Annual meeting packets for what has been presented in the past)
- Prior year's dues, Special Services income, fines, fees, and income other than dues may not be considered in budgeting for the coming year. Policy has been set in place by the membership for those "other income" items since 2001 which has given us our "\$100,000 base Reserve", the \$15,000 "Equipment" fund and the large "Capital Improvement" fund. The Reserve is required by law (Davis Stirling Act) to protect the common areas of the park and keep them in good repair for all members to enjoy.

Proposed Budget Deadlines:

A proposed budget must be **finalized** by the Board of Directors at the **April Board meeting** in order to be submitted in the Annual Meeting packet. The May meeting is too late to allow office staff adequate time to prepare the Annual Meeting packet for the Memorial Day weekend distribution. Keeping this deadline in mind, the Finance Committee should submit a proposed Budget to the Board to go over in detail no later than the March Board meeting, allowing them a month to review the proposed budget and vote on it at the April meeting. That means you must start early in order to meet the deadline of presentation to the Board by the March meeting.

Once approved by the Board, the **Finance Committee Chairman** is responsible for submitting the proposed budget to the Park office to publish in the Annual Meeting packet and prepare the ballot accordingly. It should be in format and "ready to print" using Microsoft Word or Excel for formatting which are compatible programs with office computers.

Special Assessment:

Our Bylaws provide for a special assessment if needed. See Civil Code 1366 and the Davis Stirling Act but there are limitations as outlined in our Bylaws below. When our Bylaws specify a lesser amount can be assessed than Davis Stirling law provides, our Bylaws override Davis Stirling. (see our Bylaws quoted below)

Limitation to proposing a raise in dues or an Assessment:

2.3.1.
Revised July 1997
each
the Corporation
changed to
Association

2.3.1. ANNUAL ASSESSMENTS: Not less than thirty (30) days prior to the beginning of each fiscal year (October 1 - September 30), the Association shall estimate the net cash requirements for the ensuing year necessary for the Association to operate and to maintain the property, and to maintain reasonable reserves as determined by the Association, subject to its jurisdiction in accordance with its duties, and each Membership shall be assessed for its pro rata share of the amount so estimated. The pro rata share of each Member shall be in direct proportion to what each Member bears to the total of all Members in the Association.

2.3.2.1
Added
July 1998

2.3.2. SPECIAL ASSESSMENTS: In addition, if the annual assessment is inadequate or anticipated to be inadequate, the Association may from time to time during a year establish a special assessment to remedy any such inadequacy, provided that no special assessment shall in the aggregate exceed 5 percent (5%) of the budgeted gross expenses of the Association for that fiscal year (Davis-Stirling Common Interest Development Act Section 1366(b)) without the approval of a majority of the Members voting at a meeting properly called as required by these Bylaws and that has met the quorum requirements as stated herein. Each Member shall be assessed for its pro rata share of any such special assessment in the manner provided in Section 2.3.1. above.

Hopefully a special assessment will never be necessary. We have been able to keep our expenses within budgeted dues income over these many years without special assessment by carefully monitoring our dollars and encouraging staff to be cognizant of the budget. We have a means to provide directors and staff with monthly budget details to keep purchases under budget. When we spend less than budgeted, all the “extra” goes into the Capital Improvement fund. Some years that has been over \$60,000 but the standard has been from \$10,000 to \$30,000 a year.

Once the budget is completed and given to the office for printing in the Annual Meeting packet, the Finance Committee has completed their assigned task and are resigned. The Board may, however, ask the Finance Committee to assist the Treasurer in another task. New members may be appointed or the prior members may be asked to continue, depending on the pleasure or need of the Board.

Annual Cost Analysis of Special Services

Members voted at the Annual meeting 7-05-2003 and ratified again in 2007 a policy that the Board is to present to members at each Annual meeting, a cost analysis of Special Services. There are nine pages of forms used to calculate those costs and present to the membership. The detailed cost analysis study is printed for the members and handed out prior to the Annual Meeting. (Usually at the time of member registration). The Finance Committee works with the Treasurer to do the analysis based on costs at the time the analysis is usually done which is prior to the Annual Meeting in July. Members present at the meeting will be given an opportunity to vote to either raise or lower fees for each special service based on the most recent cost analysis presented to them. Members may decide to pay less than costs if they so choose, however, the costs not fully funded must be taken into consideration in the budget for the coming year. The forms for calculations of special services should be kept in file in the office under “Special Services Formulas”. The forms may also be located in the office “Master Forms” under Cost Analysis Special Services”.

FIRE & SAFETY COMMITTEE

History

CTTA is located at the top of a long V shaped draw. It is named The Old Gulch. There have been several fires within the Old Gulch in the last fifty years. Our Park has been fortunate in escaping major wild land fire damages in the past.

With the history in mind, a Fire & Safety program was developed over the years to prevent major wild fires in the Park.

How a Fire and Safety Committee is formed

As in all committees, the Board of Directors selects a Fire and Safety Chairman at a regular monthly Board Meeting. The Chairman continuously recruits and trains committee members to assist him/her. A Director may serve on the committee (Director’s manual) but does not chair the committee if he/she is an Executive Officer. A Director, who is not an Executive Officer,

may chair the committee IF the Board gives their approval. The Director, whether Chairman or a Director member serving on the committee, keeps the Board apprised of any problems that may arise. The Director supervises the activities of the Fire and Safety Committee and assures Fire and Safety guidelines are being followed by the committee.

Obligation of Board

In the event that no volunteers can be recruited for this committee, it will cease to exist until volunteers can be found. The Board does not need to assume the duties of the Fire and Safety Committee because it is not a Permanent Standing Committee mentioned in our Bylaws. (see Committee Definition and Explanation at beginning of Committee section of Park Operations Manual). With or without a F&S Committee, site inspections will resume on June 1st by our staff as written in the manual. Letters of assessment to members in violation will be sent out by the office staff. However, the Board does have a fiduciary responsibility to make certain that maintenance staff keep the greenspace as fire safe as possible and members obey our Rules and Bylaws concerning fire and safety issues.

Overview of Fire and Safety Program

The program for Fire Safety in our park involves 4 separate parts: 1) **Duties of the F&S Committee**, 2) **Procedures for Fire Inspection/Fines for Violation**, 3) **Duties of the Members** and the 4) **Duty of the Board** to oversee the program.

Duties of F&S Committee

- Making fire education classes and literature available to CTTA members and employees about fire hazards within the Park. (classes may be provided by Ebbetts Pass Fire & local fire inspection personnel).
- Provide Fire and Safety information to be passed on to site members within monthly newsletters each month.
- Provide a Park employee loop clean up system. (To remove fire hazardous materials from loop roads)
- Provide and maintain at Park facilities tool shed, adequate tools necessary for member's use to clean up fire hazards on their sites (Rakes, shovels, pitchforks & dump truck)
- Provide an in-house inspection program to eliminate fire hazards within the Park. (CTTA employees & volunteers when possible or Ebbetts Pass Fire if no other options available) See Inspection Program details below)
- Provide a process for employees and Park members to request fire safety inspections of sites and facilities within the Park. (After June first of each year) (see Fire Safety Inspection form).
- Providing a system for notification of site members of the results of any inspection of fire hazards on their sites.
- Providing a system to report, to Ebbetts Pass Fire, all sites failing to comply in the elimination of fire hazards. (After giving the site member a first and second inspection process as spelled out in the Inspection process).
- Provide camp fire/firepit inspections as specified in Bylaw 7.2.25.
- The Fire and Safety Committee tries to be present when Ebbetts Pass Fire District does the annual inspection and maintains a good relationship by following their recommendations for any corrections that need to be done in the Park.

Committees CTTA

- Review exit/egress maps and their locations periodically.
- Review activities at the burn pile on an on-going basis.
- Assures the Park is supplied with basic need First Aide kit(s) and fire extinguishers.
- Assures fire fast attack vehicle and all fire fighting equipment is maintained and properly working.
- Assure annual fire inspections are conducted in accordance with Fire and Safety Committee, guidelines and the Ebbetts Pass Fire District with clearance of 100' around any structure or RV or from boundary marker to boundry marker.
- Hold monthly emergency fire drills using siren /alarm system to assure siren is operational at all times and members know the evacuation plan.
- Assure that all common areas and park buildings are cleared of fire hazards, leaves, pine needles, branches, etc.
- Implementation of addition to Rule 37 effective 7-12-2003: to Park Rules, Regulations and Guidelines)

Procedures for Inspection

- Members are notified repeatedly in Newsletters and Board minutes, months in advance of their responsibility to clean their site by midnight on May 31st of each year or face a fine of \$100.00. No exceptions without Board approval.
- On June 1st, trained Park employees and trained member volunteers (some may be Fire and Safety Committee members) will physically do a cursory (casual) inspection of all member sites to insure members have cleaned their sites to within 100 feet of all structures and/or RV (or boundary marker to boundary marker if less than 100 feet). (Note to Inspectors: The inspections are of a "cursory" or superficial nature. You are basically looking for sites where no real effort has been made to clean them.). If a member has made an effort but missed a small section, they should be sent a courtesy letter and not fined. The purpose is to make the park fire safe, not to make money from fines.
- A list is then compiled of those sites in violation.
- A letter is sent by the park office to the member assessing them \$100.00 for failure to clean their site by May 31st and giving notice that the site will be cleaned by a licensed contractor and the member will be billed for the contractor's fee (which may cost up to \$200.00) in addition to the \$100.00 fine. The member is to be given until June 15th (midnight on June 14th) to clean their site themselves and save the contractor's fees, but they still must pay the \$100.00 for not cleaning by May 31st. Member must notify the park office in writing that their site has been cleaned and the date of cleaning. A second inspection by park employees or volunteers will be done on June 15th. If the site has been cleaned the contractor's fee will not be charged. If not cleaned, a contractor will be hired by the park to clean the member's site as soon as possible. The member will be billed the full cost of the contractor's cleaning. The office will attach a copy of the contractor's invoice. If fines are not paid within 10 days, the procedure for collection of fines will take effect (Bylaw 2.3.5??)
- The park will use only licensed, bonded contractors as per our policy for "outside contractors". No exceptions. Members may hire whomever they choose to clean their sites prior to May 31st. After May 31st, the park does the hiring of all site

cleaning contractors and will provide the contractor with a 1099 at the end of the year for taxes purposes as required by law.

Fire and Safety Guidelines FOR CAMPERS

(Note to Board: This came from page 32 of the old Director's Handbook)

To be completed by May 31st each year per Bylaw 7.2.25, 7.2.26:

1. All pine needles, leaves, dead limbs and trash must be removed within 100 feet of all trailers, sheds, decks, screen rooms, etc. (or to the property line – boundary to boundary).
 2. Tops of all vehicles, trailers, sheds, etc. must be clean of needles, leaves, dead limbs, etc.
 3. Mountain misery must be cut back to ankle height with pine needs, leaves and twigs removed from it.
 4. Firewood must be at least ten feet away from all trailers, sheds, decks, etc. This includes your neighbor's trailer, shed, deck, etc. You can't stack firewood on your site boundary line if it's within 10 feet of your neighbor's trailer, deck, shed etc.
 5. Dead limbs must be removed from over trailers, sheds, decks, etc. All ~~dead~~ limbs must be removed from plants to within ten feet above ground level.
 6. Refer to Ebbetts Pass Fire District's flyer on cleaning your site for further information.
 7. Charcoal and ashes must ~~not~~ NEVER be dumped on ground or in garbage cans. A can for hot or warm ashes or charcoal is placed near the dumpsters in front of the Maintenance Yard for members' convenience in disposal.
 8. We have guidelines for building on-site firepits. (See Rules and Design specifications).
 9. There is a general rule of no gasoline fuel inside of generator sheds.
 10. Tiki torches may not be used in the Park.
 11. Garbage cans must be four feet from any building.
 12. All firepits must have a lid to "snuff" out the fire.
 13. A charged water hose must be on site and ready for use while fire is burning or ashes are still warm.
 14. Disposal of tobacco products shall be in a proper container, never on the ground.
 15. There is a no smoking policy in any building or at the pool.
- Members should use common sense with their fires or combustible items while camping in a heavy forest such as Timber Trails.

Reports

The Chairman gives a report of the committee's activities to the Board at every Board Meeting. If the Chairman should be absent, the Director who serves on the committee will give the report. In the event there is no Director serving on Fire and Safety, then the Secretary who received the report will automatically give the report.

Inspection Requests

Members or employees may request an inspection of a site at any time if they believe the site to be a fire or safety hazard. They must fill out a form which is available in the park office and turn it in to the office. A Fire and Safety Committee member will inspect the site and if violation is found, note the violation on the form. The office staff will notify the member in

Committees CTTA

writing that they are in violation and have 30 days to correct the violation or be fined. The member shall be directed to notify the office in writing when the violation has been corrected. A second inspection will be done after 34 days from the date of mailing. A letter will be sent to member notifying them of the second inspection and whether the fine was assessed to members account or dropped.

NOMINATING COMMITTEE

The duties of the Nominating Committee are laid down in our Bylaws. The Nominating Committee is one of four Permanent Standing Committees and as such, must exist continuously throughout the term of the Board. Again, if no volunteers can be found to serve on this Committee, the Board has the responsibility to carry out these duties. The following is a summary of the Bylaw quoted below.

- A Director should be appointed by the Board as the Chairman of the Nominating Committee shortly following the Annual Meeting.
- If a vacancy occurs during the year in that position, the Board must appoint another Director as Chairman.
- Two or more members (general membership) shall be appointed by the Board. The Chairman and the 2 general members serve for one year.
- They send out Nominating Notices to all members with a form for members to fill out nominating persons for the Board. Members may nominate themselves.
- For convenience and cost in mailing savings, the member notification for nominations is sent out at end of February with the notice to members for any proposed Bylaw Change they would like to submit.
- The members have 15 days to send back their nominations. (Deadline is March 15th). Nominations received after March 15th will not be in the ballot and may not campaign for office. They may be nominated from the floor at the Annual Meeting.
- Once received, the nominating committee contacts those nominated to tell them of their nomination and determine their willingness to serve. If the nominee wishes to serve, they are told to submit their profile for the Annual Meeting packet no later than a deadline of March 30th in order to be placed in the Annual Meeting packet. If their profile is not received in the park office by March 30th, the Nominating Committee will assume they are not interested and their name will not be put on the ballot.
- At the Annual Meeting, the Election Inspectors takes any nominations from the floor per our Bylaw 4.3.c (below) Nominating Committee may need to make nominations at that time if necessary (4.3.c below)

4.3. NOMINATION AND ELECTION OF DIRECTORS.

(a) Nomination for election to the Board shall be made by a Nominating Committee consisting of a Chairman, who shall be a Director, and two (2) or more Members. Each Member of the Nominating Committee shall be appointed by the Board to serve for a period of one year, and vacancies thereon shall be filled by the Board. Not less than sixty (60) days in advance of the date for election of Directors, the Nominating Committee shall notify all Members in writing that the Members may nominate candidates to the Board ("Nominating Notice"). Members may nominate themselves or other Members. Nominations to the Board may only be submitted in writing to the Nominating Committee and no nominations shall be accepted that do not conform with the requirements of this Section. Members shall have fifteen (15) days from the mailing of the Nominating Notice to respond in writing to the Nominating Committee.

(b) Nominations shall also be accepted on the date of the Membership Meeting at which the secret ballots are counted by the Election Inspector(s). At the commencement of the Membership Meeting, the Election Inspector(s) shall ask for nominations from the floor and, provided that such Member is qualified to run for the Board election, such Member's name shall be added to the secret ballot. Members present at the Membership Meeting shall have

the option of voting for such additional nominee as a "write-in candidate." However, secret ballots shall not be redistributed to the Membership, despite the addition of a nomination from the floor. Those Members who have cast their secret ballot by mail or hand-delivery to the Election Inspector(s) and who are not present at the Membership Meeting at which the secret ballots are counted shall not be required to re-cast their votes. No Member added as a "write-in candidate" shall have any cause of action, complaint, or right to call for a second election as a result of that Member's status as a "write-in candidate".

(c) If there are more nominees put forward by the Membership at large than seats to be filled on the Board, those nominees shall be all of the nominees. If fewer than the number of seats available are put forward by the Membership at large, then the Nominating Committee shall select that number of nominees equal to the difference between the total nominees put forward by the Membership and the number of Director positions to be filled.

(d) Election to the Board shall be by Secret Ballot, processing and vote tabulation to be conducted by Election Inspector(s) as provided in Section 3.11 and Section 3.12, above. Candidates may campaign for open positions thirty (30) to forty-five (45) days prior to the election; the persons receiving the largest number of votes shall be deemed elected.

RECREATION COMMITTEE GUIDELINES

The Board of Directors has the responsibility and authority to manage and oversee all Recreation funds. (Reference Legal Opinion Letter dated October 3, 2005 from Blaire White, Attorney)

General Recreation Committee Guidelines

- The members of the Association are responsible for forming a "Recreation Committee" and selecting a committee chairperson. The committee will plan and organize any and all recreation activities.
- Directors and/or an individual Director will not serve on the Recreation Committee during their tenure on the Board. This will help prevent any conflict of interest and/or favoritism toward peer groups and/or special interest groups. Directors are to remain unbiased and fulfill their fiduciary duty to the entire membership.

The appointment of a Director to be over Recreation (per se) at Timber Trails Park will not be allowed.

- The Board of Directors may from time-to-time, designate one or two directors to work with the Committee on special events (holidays, etc.) However, there will not be a "Recreational Director" who "runs" Recreation. The recreation activities, etc., will be planned, organized and controlled by the Recreation Committee.

Board Approval of Activity:

The use of CTTA facilities and advances or expenditures of funds must be approved by the Board of Directors. This can be easily accomplished by the committee, (and/or committee chairperson) submitting a written request outlining the event, the advance funds needed (if any) and the proposed distribution of any funds (profit) generated by the event(s). The request must be submitted to the Board ten days prior to the monthly Board meeting. (*See form to be used at the end of this section*).

Employees may not assist Recreation:

Recreation activities are conducted by volunteers from the general membership. Volunteers are responsible for doing all the work associated with any activity. CTTA paid personnel are not allowed to be utilized for recreation events. Most events occur on Major Holidays and during the summer months when many members are in the park. Usually, our employees have to work overtime just to keep garbage collected, pools cleaned, and the office fully manned. They simply do not have the time to assist with recreation activities in which only approximately 10-20% of the members in the park participate. They have to focus on serving all members, not just a few.

Annual Meeting Events:

No scheduled Recreation activities are permitted to take place during the Annual Meeting.

Bank Deposits:

All funds generated by an event will be deposited into the Recreation Fund by Recreation Chairman or Board Treasurer within 2 business days following the event (office staff may not assume that responsibility).

Accounting:

Because the Board of Directors of CTTA are responsible for the funds of Recreation, they must receive a monthly accounting of funds from the Recreation Chairman. (See accounting form to be used at the end of the Recreation Committee section.)

The Monthly Accounting Report must be submitted to the office to be placed in the Board Packet 10 days before the Board Meeting. The Treasurer will present the report.

Recreation may spend up to \$500.00 without going to Board as a whole for approval. Must get approval from Liaison Director however. *(This paragraph Approved by Members 7/05/14)*

Newsletter Announcements:

Newsletter announcements for future Recreation Committee events may be submitted to the park office for inclusion in the Newsletter in a timely manner only after Board approval of the event. Any event not presented to and approved by the Board will not be included in the Newsletter.

Event Loss:

Should an event result in a "loss" then the loss will be deducted from the category to which the committee previously designated any profit.

Monthly Committee Report:

If the Recreation Committee Chair person cannot attend the monthly Board meeting then they can have another committee member make the announcements for them. If no one from the committee can attend the monthly meeting then a "written" list of announcements should be forwarded to the Board of Directors in care of the Board Secretary. The Board Secretary will read the announcements at the monthly meeting and they will be included into the meeting minutes. The written announcements must be submitted ten days prior to the monthly Board meeting.

Keys for Use By Recreation Committee Chairperson

When requested, a set of keys (four keys: Commissary, Bingo Cabinet, Adult Lodge Kitchen and Storage Shed); can be checked out from the office by the Committee Chairperson. The set of keys will be kept in the office safe and be checked out only for use in the Park while the person checking out the keys is in the Park. The keys cannot be taken home or held in possession for more than six days (the day before the holiday weekend and the day after).

Alcoholic Beverages:

Recreation may choose to host an event wherein Liquor may be sold. That decision should be made with wisdom, keeping in mind that there are very stringent guidelines set by the Alcohol and Beverage Control Board for the State. It further leads to some liability for those who may “over indulge”. A license is required by ABC anytime alcoholic beverages are sold. Local Law Enforcement must be notified and all regulations followed. A temporary (1 day) license can be obtained by contacting the ABC @ 209 948-7737 in Stockton, California. A copy of the Regulations for this requirement can be obtained for \$12.50 per copy (when last checked).

Ice Supply:

Free ice is no longer given to the Recreation Committee as it was when we produced our own ice. Jack Frost Ice must be purchased from the park office and should be taken into consideration as an expense when planning an event.

Inventory of Kitchen:

A running inventory should be kept by Recreation on all items belonging to them in both the Hani and Commissary Kitchens.

With this procedure in place, anyone on the committee putting on an event will know what is available on hand and buy only what is needed. This should prevent anyone buying items duplicating what CTTA already has in inventory. A better accounting system will then be in place for purchasing necessary items. A form is available for this procedure to be used. (*see inventory form in the “Office” section of manual*)

When buying items, those items should be added to the inventory. When using items, they should be subtracted from the inventory.

The next group putting on an event will then know what is needed and buy only those items necessary for the event. This procedure should also give the Treasurer a better accounting system in allocating monies for the events held by CTTA.

The Board of Directors will work with the Recreation Committee to maintain inventory of all authorized recreation supplies and equipment. However, the primary responsibility of this task will rest with the committee.

Basic activities provided by Recreation Committee

MEMORIAL DAY WEEKEND

BBQ Dinner on Saturday – 100 people at Hani scheduled, so you do not run into Bingo.

Dance Sunday evening.

Committees CTTA

Maybe a breakfast Sunday morning.
DJ Dance on Sunday night.
Horseshoe Tournament on Sunday morning.
Bingo Saturday and Sunday nights.

FOURTH OF JULY – ANNUAL MEETING

Serve doughnuts and coffee during registration of Annual Meeting.
Cook and serve lunch during the Annual Meeting. Plan on at least a hundred lunches.
DJ Dance/Karaoke on Saturday night.
Breakfast on Sunday morning?
Horseshoe Tournament on Sunday morning.
Golf Cart Parade on Sunday late afternoon.
Golf Cart Poker Run?
Bingo Saturday and Sunday nights.

LABOR DAY WEEKEND

Kountry Karnival at the Hani – 10:00 – 3:00 or 4:00. Members rent tables to sell Crafts, etc. for a fee. The Recreation Committee has a Kountry Store table, bake table and they cook lunch. They also could have a table to sell shirts, hats, etc. Children's games are usually from 11:00 to 1:00 P.M. We have sponge throw, duck races, darts at balloon board and beanbag toss in storage. In the past other games have been rented.

Set up tables and cover (awning) Friday night. Put names on tables that members have rented and CTTA tables. Must supply change for all functions. The office should not be expected to provide change.

Plan a BBQ dinner Sunday and maybe a dance or DJ.

Bob Slaney (I-4) takes care of Horseshoe Tournaments on Sunday morning on all three weekends, including prizes.
Bingo Saturday and Sunday nights.

Someone should be in charge of the following:

Taking inventory and stocking both kitchens; paper plates, napkins, silverware, cups, etc.
Buying Bingo prizes (maybe two people); spend \$5.00 or less for regular prizes, \$10.00 or less for blackout and door prizes. Nine regular and two (door prize and blackout) prizes each night.
Bingo callers – ideally two or more to split up the month. They set out prizes, make coffee and popcorn and sell refreshments.

All money goes to Recreation which is used to purchase equipment for the Park; pool furniture, help with folding tables and chairs, help with playground equipment, pool tables and supplies, TV's and VCR's and kitchen equipment.

It is great to have a few cooks who will take care of certain functions. They purchase all the food and get their own crew. We can purchase food at Big Trees Market. Also purchase at Costco.

Proposed Recreation Event Income/Expense Report

Location	Event	Date
Income		
Tickets		
_____ Adults @ = \$_____		\$_____
_____ Children @ = \$_____		\$_____
_____ \$_____		\$_____
Other Income: Source (explain)	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____
	Estimated Income	\$_____
<u>Estimated Expense</u>		
Fees	\$_____	
Groceries	\$_____	
Misc.	\$_____	
Entertainment	\$_____	
Total Inventory Dollar Value	\$_____	
	Total Expense	\$_____
	Estimated Total Profit (Loss)	\$_____
Board Approval: _____		
Date: _____		

Recreation Monthly Financial Report Detail

Previous Recreation Bank Balance \$ _____

Income Source:	Amount	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Income	\$ _____	➔ \$ _____

Check #	Payee	Amount	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
_____	_____	\$ _____	
Total checks		\$ _____	➔ \$ _____

Cash paid out To Whom	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total	\$ _____	➔ \$ _____

Total Expense \$ _____

Bank Balance \$ _____
(Last day of month)

Prepared by: _____

RULES AND DESIGN CTTA

Table of Contents	Page #
What is a Rules & Design Committee?	33
How Rules & Design Committees are Appointed/Operate	33
Who May Serve on Rules & Design?	33
General Duties of Rules & Design	34
Site Improvement Description and Restrictions	34
Awnings	35
Decks	35
Fences	35
Firepits	35
Generator Shed	35
Lumber and Materials Storage	36
Lumber and Materials Allowed	36
Old Structures	36
Paved Driveways	36
Pavers	37
Platforms	37
Railings	37
Retaining Walls	37
Satellite Dish	38
Screen Rooms	38
Solar Panels	38
Stairs	38
Storage Box (sheds) Large	38
Storage Box (sheds) small	39
Tents	39
Site Improvement Process Made Easy	39
R & D Step by Step	
(Site Improvement for Chairman)	40
R & D Step by Step	
(Membership Site for Sale/Transfer for Chairman)	42
Rules & Design Diagrams and Specifications for Site Improvements	43
Awnings	44
Decks	45

Committees CTTA

Fences	46
Firepits	47
Generator Shed	48
Lumber and Materials Allowed	49
Pavers	50
Platforms	51
Railings	52
Retaining Walls	53
Satellite Dish	54
Screen Rooms	55
Stairs	56
Storage Box (sheds) Large	57
Storage Box (sheds) small	58
Master Forms R & D	
SITE IMPROVEMENT MASTERS	59
Application for Site Improvement	60
Site Improvement (Denial)	61
Site Improvement (Approval)	62
90 Day Expiration Letter	63
Stop Work Order	64
Site Improvement Log	65
SITE FOR SALE/TRANSFER MASTERS	
Membership Sale/Transfer Checklist (office)	66
Site for Sale (Approval)	67
Site for Sale (Denial)	68

What is a Rules and Design Committee?

A Rules and Design Committee is a group of members (usually 4) who work together to assure that our park and member's site improvements stay within the guidelines set down in our Bylaws which adheres to all California State Title-25 construction codes. Per our Bylaws, nothing can be built on any CTTA member site that requires a building permit by Housing and Community Development. They also assure that member sites being sold have accurate site measurements, set-backs and are compliant with our Bylaws before they are listed to be sold.

How Rules and Design Committees are Appointed and Operate

Rules and Design Committee persons are appointed and approved by the Board of Directors from volunteer members in good standing. The Board as a whole chooses the Chairman and works with the Chairman through the Rules and Design Director. Executive Officers of the Board may not chair the committee (Davis Stirling – see also Who May Serve on R&D below). Throughout the year, the Rules and Design Director is to make certain that all Park policies are adhered to strictly in the construction of site improvements.

The Chairman gives a monthly report to the Board of Directors through the Rules and Design Director and brings any problem site improvement issues or site measurement discrepancies to the Board's attention for assistance in resolution. In such cases, the Board as a whole makes the final decision as to resolution.

Who May Serve on the Rules and Design Committee?

Any member in good standing may serve on the Rules and Design Committee with the exception of Executive Officers of the Board and the Liason Director to Committees. (*See Duties of Board Handbook - Liason Director*). The President and Secretary who are Executive Officers may not hold any other position while serving as an Executive Officer (*Davis Stirling*)

Board members may, although are not required, serve on Rules and Design if so approved by the Board. (*Director's Handbook –Secondary Duties of Directors*). Directors do not automatically chair the Rules and Design Committee, but may if the Board so appoints them and there are no volunteers to Chair the Committee. The Board Rules and Design Director is involved in assuring all measurements are correct and all plans submitted are in compliance with our Bylaws.

General Duties of the Rules and Design Committee

Rules and Design Committees take on one of the most important responsibilities in our Park. In essence, they work directly with the Board of Directors to prevent the Park Members from violating any State of California Codes. Violations could cause the entire Association to lose our “Permit to Operate” from the State. The County of Calaveras approved our original Land Use Permit to use this land for a specific purpose in a specific manner. The State of California Housing and Community Development oversees that use. The State has specific Building, Fire and Health and Safety codes which must be followed. It is the duty of the Rules and Design Committee to keep the members in compliance with the many State codes and our Association Bylaws. The Rules and Design Director oversees the Committee. If another member has been appointed by the Board as chairman of R&D, the Rules and Design Director also appointed by the Board works with that Chairman to insure all park policies and laws are being followed.

Rules and Design is not a one-man job, but requires a full team to work together on behalf of the Association. Responsible, reliable, committee members assist the Chairman in measuring, inspecting site projects in progress and overseeing site improvement projects to completion. All of the Committee members are volunteers and donate a large portion of their time in the park to fulfilling the duties involved in Rules and Design. Some of the duties of Rules and Design are listed on the following page. The actual procedures for carrying out those duties are detailed elsewhere in this Rules and Design section of the Park Operations Manual.

- 1) Board R & D Director is responsible for overseeing and recording all site measurements as sites become available for resale. They are to confirm site boundaries are actually as listed on our park maps and correctly record and mark them prior to member listing for sale/transfer.
- 2) R & D Committee must approve all site improvements made by members before improvement projects can begin.
- 3) R & D Committee inspect site improvements in progress to make certain members are following the plans as submitted and approved. If project is not in compliance or plans have been altered, a “stop order” is issued by R & D until the non-compliance can be resolved. Sometimes, involving the Board of Directors.
- 4) R & D Committee assures that no land use, building laws, Association Bylaw or any other site violation has been made by members.
- 5) Once member’s project is completed, the R & D Committee inspects site improvements and verifies they were completed in a safe, workmanlike manner and are as originally approved for construction. They issue a “final approval” notice which is sent to the member with a copy being placed in the member’s site file.

Site Improvements Make Your Site More Comfortable

Members became members to enjoy the great outdoors and get next to nature. Unfortunately, we soon learn that nature can be dirty, dusty, full of unwanted insects and difficult to navigate in the dark. We therefore make improvements to our camp site. The following is a list of some of the site improvements members can do to make their site more comfortable. *These are to be attached to every Site Improvement application.*

SITE IMPROVEMENT DESCRIPTION AND RESTRICTIONS

Improvement	Description and Restrictions
AWNINGS	RV awnings are limited to commercially manufactured recreational vehicle type with canvas or fabric materials. Shade awnings may be installed on the RV at places other than the access area to protect refrigeration or control sunlight. No home-made awnings are permitted. Roof tops of screen rooms are considered “awnings” per Title 25 and must be of removable canvas or flexible plastic only. (See Screen Rooms)
DECKS (patio -T25)	One deck (patio) A maximum of 200 sq ft per site. Decks may not exceed 8 inches (8”) high from ground to TOP OF DECK. May not be located within 5 feet of boundary line or within 6 feet of any combustible structure object or unit. Decks to be of fire-retardant or non-combustible materials. Decks <u>MAY NOT</u> adjoin screen or tent platform or RV. (see R & D diagram for suggested construction) It is recommended that decks be constructed on level and compacted ground. REQUIRE R&D APPLICATION AND APPROVAL
FENCES	No fences or partitions shall be placed or constructed along a boundary line without prior approval of Rules and Design. Fences will be of open type, split rail, polepines or redwood lattice. No solid pickets are allowed. No fence is to exceed 5 feet (5’) in height. Fences must be made of wood or stones. No cement or mortar is allowed. REQUIRE R&D APPLICATION AND APPROVAL
FIREPITS	Special construction of firepits is required. (See R&D diagram and instructions for construction). No exceptions! Firepits on bare ground are not allowed. A metal top is required for all firepits, including manufactured free-standing fireplaces. Screens are to be placed over fires in summer months. A pressurized garden hose must be on standby at all times while fire is lit or burning. No cement is to be used in building firepits. (see Bylaw 7.2.25.) No Member shall leave a fire unattended at any time. Effective 9/09/06) REQUIRE R&D APPLICATION AND APPROVAL
GENERATOR SHED	Construction restrictions apply to Generator sheds. Small sheds may be built of wood to store generators to help with noise control. Shed construction MUST BE APPROVED by R&D and allow for proper ventilation and clearance. Gas or empty gas cans or oil may not be stored in the generator shed. 5 feet setbacks are required from any boundary and 6 feet from any combustible structure or object or unit. (See suggested R&D diagrams for proper – safe construction). (Bylaw 7.2.28. – Noise levels specified) REQUIRE R&D APPLICATION AND APPROVAL

Committees CTTA

<p>LUMBER and MATERIALS STORAGE</p>	<p>Lumber and materials being used on a project may be stored on site only during construction. Once project is complete the old lumber or unused lumber or materials must be removed from camp site. All sites must be maintained in a clean, neat and orderly condition at all times. (Bylaw 7.2.26) A free waste removal transfer station is available less than two miles away in Avery.</p>
<p>LUMBER AND MATERIALS PERMITTED</p>	<p>Lumber in contact with the ground should be of Redwood or Pre-treated to prevent termite infestation or rotting. Lumber on decks and platforms must be of fire-retardant or non-combustible nature. (Trex or similar product). Roofing on sheds may be fiberglass or composition shingles only. Roofing of Awnings (including roof of screen rooms) must be of removable canvas or flexible cloth or tarps only.</p>
<p>OLD STRUCTURES</p>	<p>All new construction (after August of 2009) must be in compliance with current Bylaws, Rules and Design Committee Guidelines and State Title 25 codes. If an old structure (shed, platform, deck, railing, fence, screen room, etc.) meets any previous Bylaws, Rules and Design requirements prior to August of 2009 or has been approved (in writing) prior to August 2009, it will be considered as being in compliance for its remaining life. It will not have to meet current construction criteria at the time of sale or transfer. When any structure requires repair of over 50% of it’s structural surface, or is replaced, it must meet all current construction criteria (Bylaws, Rules and Design Committee Guidelines, (1-11-2003) Title 25 codes or any other regulations) which are in force at the time repairs are made. Old structures must be maintained in safe condition at all times.</p>
<p>PAVED DRIVEWAYS, PARKING AREAS, WALKWAYS, PATIOS OR STORAGE BOXES (SHEDS)</p>	<p>Paving, while strictly prohibited in most areas, IS allowed in driveway entrances. Some driveways are steep and need paving for traction and to prevent erosion. While it is strictly prohibited in other areas Per Bylaw 7.2.8 <i>Asphalt or concrete products are prohibited for use in the construction of any roads, parking areas, walkways, patios, or storage boxes. Any camp-site exceptions would be subject to the prior approval of the Board of Directors or Rules and Design Committee.</i></p> <p>This Bylaw refers to cement (poured cement or bagged cement) or pavement as used to pave or cement an area including foundations of storage boxes (sheds) or retaining walls, steps etc. This has been in effect since before 1982. This does not apply to cement made pavers (bricks) for patios or walkways or steps, although driveways and parking areas shall not be paved with “pavers”. (Bylaw 7.2.8)</p> <p>REQUIRE R&D APPLICATION AND APPROVAL</p>

Committees CTTA

PAVERS	Pavers may be used on your site to keep dust and dirt to a minimum or to provide a clean walk-way. No cement or grouting is allowed. Pavers must be temporary and easily removed. Pavers MAY NOT be used for driveways or parking areas. Bylaw 7.2.8. (See R&D diagrams for suggested construction) REQUIRE R&D APPLICATION AND APPROVAL
PLATFORMS	Tent/Screen platform. One tent or screen room platform is allowed per site, if site is large enough (Bylaw 7.2.12. Overcrowding of site). Maximum of 196 sq. ft. (14x14 revised 3/14/92) Platform may not exceed 8 inches (8”) from ground to top of platform. Both deck and platform structure follow similar construction designs. May not be located within 5 feet of the boundary line or within 6 feet of any combustible structure, object or unit including retaining walls. Platforms to be of fire-retardant or non-combustible materials. Platforms may not adjoin decks or RV. (see R & D diagram for suggested construction) It is recommended that construction take place on level and compacted ground. (See R&D diagram for suggested construction) REQUIRE R&D APPLICATION AND APPROVAL
RAILINGS	Safety railings are required on all stairs over 18” high (see stairs rules). Railings are required on all decks and screen/tent platforms over 18” high built before August of 2009. (Note: After August of 2009, only 8” high decks and platforms are allowed which require no safety railings). Safety railing needs to be around retaining walls over 30” high as well. Railings are to be 36 inches high from top of deck or platform surface to top of railing cap. A space not to exceed 6 inches (6”) between vertical boards for child protection must be built into railings. Lattice may be used if securely fastened and properly maintained. REQUIRE R&D APPLICATION AND APPROVAL
RETAINING WALLS	Retaining walls or erosion control walls may not be over 4 feet high including footings. (ie. 2 feet in ground for footings, and only two (2) additional feet from the ground up for a total of 4 feet overall.) Blocks that do not require footings may be stacked 4 feet high from the ground up per Title 25. Railroad ties may be stacked but must have rebar driven through the entire stack for support to keep them in place. No vehicles may be parked on filled in retaining wall surfaces. Combustible structures or objects must be 6 feet from any combustible (wooden) retaining wall. (See R&D diagrams for suggested construction). Retaining walls over 30” shall have a safety railing. (See Railing for installation of safety railing) REQUIRE R&D APPLICATION AND APPROVAL
SATELLITE DISH	Temporary Satellite dishes may be installed. No permanent or cemented in Satellite dishes may be installed. They may be on a temporary, solid, but movable stand. Many sites may not receive a signal. Location and eye pleasing design are to be considered by Rules and Design. REQUIRE R&D APPLICATION AND APPROVAL

Committees CTTA

<p>SCREEN ROOM</p>	<p>One screen room per site if site space permits. (Bylaw 7.2.12. Overcrowding of site) Wall height not to exceed 8 feet with the peak no more than 12 feet as measured from the deck. Maximum dimensions of commercial screen room are 12’x 12’. Maximum dimensions of homemade screen room not to exceed 10’x 12’ (Bylaw 7.2.2) Screen room may be reinforced on walls and roofs with 2x4s framing only, no other cross supports are permitted. No solid panels on walls or roofs are allowed. Walls must be of screen only and roofs must be of removable canvas or flexible fabric or tarp. Roofs of screen rooms are considered as “awnings” per Title 25. 2x4 reinforcement following pole lines of manufactured screen room frame are acceptable. Screen rooms may not be used for storage, sleeping or cooking (inside kitchens) at any time per Title 25. All screen rooms must be 5’ from boundary and 6 feet from any combustible structure, object or unit per Title 25. No fuel burning lanterns or candles are allowed. (See R&D diagram for suggested construction.) REQUIRE R&D APPLICATION AND APPROVAL</p>
<p>SOLAR UNITS</p>	<p>Commercial solar units of temporary nature may be used on your site. They may be placed on top of RV (temporarily) and removed in winter for snow load or on a temporary frame. Solar units are no longer allowed in trees due to potential damage to trees. Because we do not have specific Title 25 requirements at this time, member must sign a waiver stating that should HCD require solar unit to be removed or installed in another manner member will do so at their own expense and hold the Park harmless. REQUIRE R&D APPLICATION AND APPROVAL</p>
<p>STAIRS</p>	<p>Stairs to access your RV must be constructed with a <u>maximum</u> of 12 sq ft .of landing. Storage shed under stairs is not permitted. (See R&D diagrams for suggested construction) All stairs over 18” high must have a safety railing. RV step handles are not considered “safety railings”. Landscaping stairs also may need safety railings if over 18” high. Stairs may be built of wood, or cement blocks. REQUIRE R&D APPLICATION AND APPROVAL</p>
<p>STORAGE BOX (Shed) Large</p>	<p>One Storage Box (shed) per campsite which may not exceed 8 feet in height at highest point - 8 feet wide x 4 feet deep; May not be located within 5 feet of the boundary line or within 6 feet of any combustible structure, object or unit. All materials are to be of wood. No pre-manufactured Rubbermaid type sheds/storage boxes are allowed (9/2000 ratified 7/07). Roof is to be composition or fiberglass shingles only. Foundation may be made of pre-manufactured cement piers to allow for ventilation and water drainage. (See R&D diagrams for suggested construction) REQUIRE R&D APPLICATION AND APPROVAL</p>
<p>STORAGE BOX (Shed) Small</p>	<p>Or..Two (2) Storage Boxes (sheds) per campsite, 8 feet in height at highest point, 5 feet wide by 3 feet deep are allowed per site. May not be located</p>

Committees CTTA

	<p>within 5 feet of the boundary line All materials are to be of wood. No pre-manufactured Rubbermaid type sheds/storage boxes are allowed (9/2000 ratified 7/07). Roofs are to be of composition or fiberglass shingles. Foundation may be made of pre-manufactured cement piers to allow for ventilation and water drainage. (See R&D diagrams for suggested construction) REQUIRE R&D APPLICATION AND APPROVAL</p>
TENTS	<p>One tent per site, not including pup-tents (6' diameter x 4' high). Even if tent is used without a platform, the same zoning set back of 5 feet from property line applies. or within 6 feet of any combustible object, structure or unit. Tents must be of commercial, manufactured construction of canvas or fabric material. No "home-made" tents are allowed. No cooking in tents or storage of gasoline, candles or fuel lanterns will be allowed.</p>
	COMMON SENSE

<p>Site Improvement Process Made Easy</p>
--

- 1 Member completes application for Site Improvement**
- 2 Office forwards application to R&D**
- 3 R&D inspects site, reviews plans and approves**
- 4 R&D notifies office to send approval letter**
- 5 Member receives approval letter (90 day countdown to complete project begins)**
- 6 R&D checks progress & accuracy of improvement periodically
(If a problem exists, member is notified in writing and a "stop work order" letter is sent from the office and Board is notified of the problem)**
- 7 MEMBER or CONTRACTOR notifies R&D (in writing) of completed improvement**
- 8 R&D checks improvement and finalizes by signing off on application**
- 9 Office is directed by R&D to send final approval letter to member**
- 10 Site improvement approval and copy goes in site file. Office checks off Site Improvement Log and dates as applicable**

Rules and Design – Step by Step
(Site Improvements Application for the CHAIRPERSON)

- Step #1 a. Read, read, read. You can't make decisions unless you have the facts. Read our Park Bylaws updated July 2012, especially section 7 which deals with restrictions. Read and understand 7.2.1.8 of the Bylaws which basically says site members can build nothing in this park that requires a permit. Nothing.
- b. Read Title 25, Special Occupancy beginning with section 2000. Know section 2002 "Definitions" and 2018 "Permits Required". Read especially section "d" #1-8 which explains what DOES NOT REQUIRE A PERMIT which is all we are allowed to build on our sites.
- c. Read Rules and Design section of Park Operations Manual
- Step #2 After all that reading and knowledge you've gained, you are ready to do a site improvement application. Not until!
- Pick up the application in the office. The office staff will record the date on the Site Improvement Log that the application was received. You (Rules and Design) must make note of the 90 days allotted to complete the site improvement on your own records. You will be given a copy – not the original. The original should never leave the office UNDER ANY CIRCUMSTANCES. Read the application and become familiar with the drawings.
- You can NOT pre-approve a site improvement verbal or otherwise until you've seen the application. Be sure to take someone with you. If possible, for the first few inspections, considering taking the whole committee as a group and discussing the proposed project and measuring setbacks, consider the location and space between structures, etc.
- Step #3 If there is anything in question, do not approve the application, but ask member for additional information to be sent. "**When in doubt, don't**" is a good rule of thumb.
- If approved, return to the office and mark the original with your approval initials. Keep the copy for your records and mark it as well. *Paper work is important in this job. Doing it right away every time, will give you the information you need when you get back to the project after reviewing dozens of others.*
- Step #4 Give direction to the office staff in writing concerning your approval or rejection of the application. The staff will send a letter to member. Make

Committees CTTA

arrangements with office staff as to when you will return to sign the letter if possible.

Step #5 The next time you're in the park, check the approved site's progress. Keep good personal records so you know the status of all projects in progress. Make certain to document all 90 day expirations. You must notify the office staff when to send the 90 day expiration letter. It is not their responsibility to keep a calendar on site improvement expirations. It is yours.

Step #6 When a letter is received from the member that their project is completed, Rules and Design needs to do the final inspection. You take your copy of the Application for Site Improvement with your notes on it and check to see if the project was completed as applied for originally. If so, you return to the office and mark the original (in the office files) with the date you did the final inspection and place your initials in the appropriate area of the form.

You notify the office staff (again in writing) to send a Final Inspection approval letter to member.

If you and your committee keep up with the Site Improvement Applications, it shouldn't take more than a couple of hours of your time in the park to do your work.

Your personal notes and records are very important. Do not rely on office records. They are to never leave the office. You need the same information on your copies. Get organized in the beginning and it will pay off week after week.

Remember, diplomacy is the key to working with fellow members. Be courteous and respectful of all members. You are there to serve them and walk them through the process of improving their site within all the guidelines and rules that must be followed.

If you have a problem site improvement or a measurement on a site that just doesn't match park records, take that issue to the Board. They are there to help you. Be wise enough to not make those decisions on your own. It is the entire Board's responsibility to deal with problems in Rules and Design.

Committee works together – no one person can do the measuring. It takes two. It also takes more than one group of "twos" to do the site approvals. You're still a park member who comes to the park for enjoyment and relaxation. Share the responsibilities and compare notes with your committee. It will make your job much easier.

Rules and Design – Step by Step (Membership Site for Sale/Transfer for R & D Chairman)

- Step #1 Memberships for sale should be taken seriously and receive priority. Members waiting to get approval to list their sites for sale are anxious to get their site listed as soon as possible.
- Step #2 Pick up the form copy from the office and begin your check list. (Take someone with you on the committee). It takes TWO people to measure.
- Step #3 Make notes on the form as necessary because a letter will be sent to the member which must spell out any corrections needed to bring the site into compliance before it can be LISTED. Keep in mind, in years past, site improvements were not as restrictive as they are today. Anything constructed after August of 2009 is under much more strict requirements through Title 25. We have a written policy approved in 2003 that states “If an old structure (shed, platform, railing, fence, etc.) meets any previous Bylaw, Rules & Design requirement, or has been approved (in writing) by a representative (Director, Manager, Rules & Design Committee Member, etc.) of the Park, it will be considered as being in compliance for its remaining life and **will not** have to meet current construction criteria at the time of transfer. When any structure requires **repairs of over 50%** of its structural surface, or is replaced, it will have to meet all construction criteria (Rules, Guidelines, etc.) that are in force at that time. Added 1-11-2003.
- Members who made site improvements after August of 2009 that are not compliant may **not** be listed for sale until corrected. That’s the law. **Note to the Board:** We know there are many sites out of compliance between August of 2009 through 2012. There is a complete list of those violations in the park office for review at any time by Housing and Community Development. The Inspector should be told that these site improvements were approved by our Rules and Design persons who did not follow the law and were improved (in most cases) by the member in good faith, having obtained approval. They will be corrected upon sale or transfer and brought into compliance. The members in violation have been notified in our newsletter to that affect by Bob Scharf. All three Bylaw Committee Members also have a copy.
- Step #4 Return to the office and transfer your notes to the original. Yes, it would be easier to take the original with you, but originals are lost that way and then we have no record at all which creates a whole new set of problems. **No Park records should be removed from the office.**

Committees CTTA

Step #5 Direct (in writing) the office staff to send a letter to member explaining any necessary changes needed to bring the site into compliance. If everything is fine, the set-backs are fine, the site measurements are not in discrepancy with Park records, then they are “approved”.

At that point, the office staff takes over and sends the letter and list the site for sale in the appropriate places for advertising. They set up a file and check list of things they need in order to get all the documents ready for transfer or sale.

Step #6 Relax and try to enjoy your stay in the park. Be ready to be asked at any time to look at a site or answer a question about Rules and Design, or site restrictions. Members who are asking are also only here for a brief period and they want to get answers so they can proceed as quickly as possible. They don't mean to be rude or take all of your personal park time, they just know they have something that needs addressing and you are the person who volunteered to be on Rules and Design. All the more reason you have a team to work with you. Spread the wealth a little!

Welcome to Rules and Design! Your reward is seeing nicely and legally improved sites in your park which do not jeopardize the rest of the members, yourself included.

Master Forms/Letters for Rules and Design

There are specific master forms and /or letters to be used when processing proposed changes to a member's site. These master forms are both on hard copy and computer in the park office. The master copies are filed in the computer under "Master Forms", subdivision "Rules and Design". Hard copies are indexed in the Master Forms Binder under "Rules and Design".

The approved versions of the forms are dated at the bottom left of each form. Should any changes or updates be made, they should be noted next to the last update and approved by the Board of Directors.

Rules and Design must notify the Park Office, in writing, when an inspection has been completed, whether it was approved or rejected, when plans have expired past the 90 day allowance, or if site project is not in compliance. The office personnel then use the applicable master form by simply adding the date, name and address of member, make copies for Rules and Design and the member's site file and mails the letter. At no time does office personnel send out letters without written direction from Rules and Design. If Rules and Design persons are not available to sign the letter at the time they are written, office personnel will attach a copy of Rules and Design's written instructions to the letter and file a copy in member's Site File.

On the following pages are the ten (10) master form letters currently in use by the Rules and Design Committee. They are as follows:

SITE IMPROVEMENT FORMS

- Application for Site Improvement
- Site Improvement – denial
- Site Improvement – approval
- Site Improvement – final inspection
- 90 Day Expired Site Improvement
- Stop Work Order

SITE FOR SALE/TRANSFER FORMS

- Membership Sale/Transfer Check List (*for office*)
- R & D check list for sites for sale
- Site for Sale – approval
- Site for Sale – denial

Application for Site Improvement

Name _____
Address _____

Phone # _____
E-mail _____

Site #

Pre-Inspection/Approval
Circle: Approved / Denied
Date _____
Inspector _____
Final Inspection/Approval
Circle: Approved / Denied
Date _____
Inspector _____

MEMBERS SIGNATURE _____

Improvement Requested: (Must be Title 25 compliant –see attached T-25)

Requirements for Improvements to Your Site:

1. Submit drawings on reverse of this form or attach additional 8 ½ x 11 paper
2. Indicate all boundary lines, location of trailer, storage shed(s), other structures, retaining walls, set-backs, etc, and distances between each
3. List all materials to be used – specify type and size (ie. Pressure treated 2x4s- 5’ long)
4. Indicate all measurements
5. Any changes to initial plan must be resubmitted to Rules & Design.
6. All requests must meet the criteria indicated in the Bylaws and Rules & Design
7. Verbal agreements are unacceptable. Project may not be started without written approval.

If the project is not completed within 90 days, the approval will be terminated. To avoid termination you must obtain an extension prior to the end of the 90 days. (Effective 4-14-2001)

Work will be done by myself: Yes___ No___ Contractor: Yes___ No___(Check one)

Note: California law requires that contractors taking jobs that total \$500 or more (**labor and/or materials**) be licensed by the Contractors State License Board. State law also requires that contractors include their license numbers on all advertising. **Check your contractor’s status at www.cslb.ca.gov or 800-321-CSLB (2752).** Unlicensed persons taking jobs that total less than \$500 must state in their advertisements that they are not licensed by the Contractors State License Board.

Contractor’s Name _____ License # _____

Contractor’s Phone # _____ **CONTRACTOR’S SIGNATURE** _____

Contractor must pick up approved plans at CTTA office and advise the office when entering or exiting the park.

Will trees need to be removed? _____

If so you must fill out a ‘REQUEST FOR TREE REMOVAL’ and attach with this request. NOTE: Any tree over 4” in diameter at 54” from the ground must be approved by Rules & Design & BOD

R & D Site Improvement Application Form Approved 10-21-01 updated 8/1/12

Committees CTTA

Site improvement denial GOES HERE (Letters need to be copied from office forms and placed as necessary on some of the following pages).

SITE # _____

RE: **Final Inspection – Site Improvement**

Dear Member:

Your recent site improvement has been inspected, finalized and found to be in compliance with all Bylaws.

DATE FINALIZED:

IMPROVEMENT REQUEST:

If you have any questions, please feel free to either call or email the office and leave a message for Rules and Design. Please keep in mind, we are all member volunteers who are not at the Park every week. We will make every effort to reply as soon as our schedule permits.

Sincerely,

Rules and Design

Site #

RE: 90 Day Expired Site Improvement:

Dear Member:

The 90-day time frame for the site improvement you requested has expired. Possibly you have already completed your project and forgot to notify Rules and Design to check your site for a final approval. In that case, just send us a note to let us know you have completed the site improvement and need a final approval.

If you have not completed your project, you need to resubmit your plans for approval before you can continue. Your plans are still available in your CTTA file with a copy of this letter. We look forward to working with you through completion of your improvement.

If you have any questions, feel free to call or email the office and leave a message for Rules and Design. Please keep in mind, we are all member volunteers who are not at the Park every week. We will make every effort to reply as soon as our schedule permits.

Sincerely,

Rules and Design Chairman

Site # _____

STOP WORK ORDER

Dear Member:

An inspection of your work in progress on your site revealed that you seem to be deviating from your original approved plans. The Rules and Design Committee would like for you to cease work on your Site Improvement and contact Rules and Design through the park office.

You may call and leave a message concerning the best time to contact you so we may quickly resolve this issue.

Thank you for following this Stop Order Immediately until contact is made with Rules and Design and a plan forward can be agreed upon.

Sincerely,

Rules and Design

Site improvement log form goes here

MEMBERSHIP SALE/TRANSFER CHECK LIST

(office use only)

	Membership notified office of intent to sell – assured us site is clean and markers identified.
	Office Checks for outstanding bills/fines
	Rules & Design requested to inspect site
	Rules & Design Clearance Check list completed
	Check file for variance
	Member notified that site is/or is not in compliance
	Information added to Memberships for Sale list and posted
	Member advised office of acceptance of offer
	\$75.00 transfer fee accepted by office
	Application, General Information/Disclosure, R & D Clearance Checklist and Bylaws sent to: Name: Address: City, State, Zip:
	Properly notarized Membership Certificate received from seller
	Completed General Information/Disclosure received from seller
	Completed CTTA application received from buyer
	Completed General/Information Disclosure received from buyer
	Signed Rules & Design Checklist received from buyer
	New Membership Certificate issued
	Membership Certificate mailed to new owner
	Welcome Packet prepared for new owner

Membership Certificates are to be prepared as soon as all paperwork for a transfer is complete. All documentation is to be reviewed and signed as soon as completed and will be read into the minutes of the next scheduled monthly Board Meeting

Site #: _____

SITE FOR SALE /APPROVAL

Dear Member:

You have submitted a desire to sell your site. It has been inspected and measured by our Rules and Design Committee and found to be in compliance with our Bylaws. It was found to be accurate when compared to our Association maps.

Your site for sale advertisement has been placed on our Sites For Sale list and will be given to all interested parties upon request. Please notify the office when you have a buyer for your site and they will assist you with the sale and transfer of your site.

If you have any questions please call the office.

Sincerely,

Rules and Design

Site #: _____

SITE FOR SALE /DENIAL

Dear Member:

You have submitted a desire to sell your site. It has been inspected and measured by our Rules and Design Committee and found to be in need of the following corrections before it can be listed for sale:

Please make these corrections and notify Rules and Design when you are ready for a reinspection.

If you have any questions please call the office or send an email and leave a message for Rules and Design. The Office staff has no information concerning the needed corrections. A Rules and Design Committee member will contact you and work with you in every possible way to get your site ready for sale as quickly as possible.

Sincerely,

Rules and Design

End - Rules and Design section of Committees

Committees
Park Operations Manual
Updated 8-7-13

TRIBUNAL COMMITTEE

Purpose:

The responsibility of the Tribunal Committee is to resolve disputes regarding serious issues as defined in Bylaw 10.1 when the Park Operations Manager is unable to reach a solution. The Tribunal Committee will be overseen by the Board of Directors. The committee will elect a chairperson for the purpose of managing the actions of the Committee. The chairperson will be the lead contact person for the committee and will report to the Board of Directors when necessary.

Committee:

The committee will be comprised of members in good standing. Per Davis Stirling the number of members can be anywhere from 1-10. It is critical to the credibility of the Tribunal's decisions that members be unbiased at all times, and recuse themselves when there is a conflict of interest.

Process:

When the office cannot resolve an issue the Park Operations Manager will review it and attempt to find a solution. If unable to successfully resolve the issue, he/she will contact the President or the Board of Directors and obtain confirmation that the Tribunal should be used.

If the Tribunal committee cannot resolve an issue, they will return the file to the Board of Directors for final consideration.

In investigating and resolving problems the Tribunal will:

- 1) Accept only written complaints. They must be legible, signed, dated, and have a site number.
- 2) Ensure they have accurate and truthful details (in writing) of what the problem is and whom it affects.
- 3) Refer to the Bylaws and Park Rules, Regulations and Guidelines, Policies etc. in the Park Operations Manual for direction in problem solving.
- 4) If necessary, write a letter to all members involved stating the problem and proposed action to be taken, or talk with all parties involved.
- 5) Submit a draft of the written response to the Park Operations Manager for review and comment.
- 6) After letter has been reviewed, (discussed/changed/etc. between POM and Tribunal Chairperson) the POM will finalize it and forward the approved letter to all members involved.

Committees

Park Operations Manual

Updated 8-7-13

- 7) Prepare correspondence on CTTA letterhead. The letter will be mailed from the CTTA office. Letters should be short, factual and sincere.

- 8) File copies of the complaint and all correspondence in the CTTA office in personal files which are locked, not in site files. All such correspondence will be maintained for a minimum of five years. If no other problems are noted with the same site(s), members, guests, etc., the complaint and correspondence are to be destroyed at the close of the five years. If additional problems have occurred all files are to be maintained indefinitely. It is recommended that all correspondence going to the affected parties should be signed "Tribunal Chairperson." The phone number and address for response should be the CTTA office. It is highly recommended that the Tribunal Committee members maintain personal information (site #, residence, address, phone number, etc.) confidential.

Note – Members should understand that not all problems can be resolved to their satisfaction. However, every effort will be made to resolve issues in a fair and equitable manner.