

CTTA PARK OPERATIONS MANUAL

POLICIES

(Standard Operating Procedures)

POLICY – CTTA Standard Operating Procedures

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Standard Operating Procedures (Policies) or SOPs are procedures that have been long established guidelines used by previous Boards of Directors to efficiently operate the park. These SOPs have been adopted by the members and considered as part of our Park Operations Manual, similar to CC&Rs of a Home Owner's Association. They should not be changed lightly and seldom only if necessary. These SOPs cover a variety of subjects, some may be listed elsewhere in the POM but are worth repeating in a section simply entitled "Policies".

As with all SOPs, Rules, or any other section of the Park Operations Manual (excluding Bylaws) these Policies may be changed by the BOD temporarily, until the next Annual Meeting. Members ratify the changes at the Annual Meeting which makes them "official" and the rule and law of the Park. The subjects are listed alphabetically (see Table of Contents) for convenience in making reference to a particular subject.

Accounting

- All members' accounts are to be placed on the computer system and posted in Quick Books as funds are received or bills are incurred and credit are paid.
- In order to have a balanced budget all current and prepaid dues will be put into one account and all budgeted expenses will be paid from that account.
- **Reserve Building for Equipment, Capital Improvements and Reserve in General:**
Excerpt from Financial Report 2001 "That brings us to within about \$8,000.00 of our target goal of \$100,000.00. If we hold our nose to the budget, practice good management techniques, avoid spontaneous spending, and have no unbudgeted emergency situations we'll probably hit the \$100,000.00 reserve goal by April 2002. If that occurs the next step in the plan, is to start moving money into two Reserve categories. Profit from designated special services (ice, propane sales, pump-outs, etc.) will go into the Equipment Reserve, all other income that exceeds our budgeted spending requirements will be directed into a Reserve Fund for Replacement of Roads and Incidentals."

Special Services income will be put into a separate account (on computer) and all Special Services expenses (costs of goods sold) will be paid from that account. Any profit from Special Services income after expense at the close of the Fiscal Year is be applied first to the Equipment Reserve, and the balance to Reserve to build the Reserve. The Reserve consists of the \$100,000 minimum reserve and a Capital Improvement account for major repairs and improvements. (reference 2001 Financial Report, at the end of the Policies section).

Money collected for previous year's dues, late charges, interest, all fines/penalties as well as any refunds for a previous year , will be put directly into the Reserve.

On July 5, 1997, the membership passed a rule at the Annual Meeting that "no money be spent from the reserves in excess of \$5,000.00 in any one calendar year unless approved by 51% of the Membership."

- As soon as dues are collected, the following should happen:
The funds shall be deposited into the General Fund Operating Account promptly. The General Fund Operating checking account is not to exceed fifty thousand dollars (\$50,000.00) at any time. Any funds over \$50,000.00 shall be placed in the Money Market Account to earn interest. Twice a month a check should be drawn on the operating account and deposited in the Money Market account as necessary. The Treasurer and Board of Directors shall be responsible for the transferring (investing) of any excess money into CD's and/or Treasury Bills as practical, taking into consideration liquidity of funds in case of an emergency.
- All prepaid dues received for the up-coming fiscal year will be the starting \$ dollar figure for the upcoming fiscal year reporting. All dues received by 9-30 for the following fiscal year will be the starting operating account on 10- 01 of each year.
- All bills for current fiscal year are to be paid by September 30th of that year.
- At the close of each month the office will prepare a Journal of all debits and credits and balance it against the starting and/or balance forward figure for that month. All funds received and spent will be balanced on a monthly basis.
- At the close of each month the office will prepare a Monthly Budget vs Actual Report and a YTD Budget vs Actual Report. 8-11-01, 6-08-02, 11-11-06 ratified July 07
- The Park's Accountant shall do the payroll, payroll reports and payroll tax reports as required and does the Monthly Financial Report for members.
- The Treasurer prepares a monthly Budget Report for membership based on Accountant's figures.

Actions of Board of Directors, Directors and Management

All actions that create Standard Operating Procedures for CTTA, Personnel Objectives or Directions to our Employees, Management and Finance Plans and Administration Policies passed by the Board of Directors, will require rescinded Board of Directors action and approval to withdraw those written policies, procedures, changes or revisions.

Board action is required to change any Board decision. This applies to all parties' employees, Park members, Board members (including the President). Only in an emergency situation can the manager or a Board member override a Board decision. When this occurs, the person

making the decision is to have an explanation letter prepared and sent to each Board member. Any actions from that point on will be handled by the Board of Directors.

Actions by the Board throughout the year changing anything in the Park Operations Manual, Policy, Rules, Standard Operating Procedures etc. is considered to be only temporary until the Annual Meeting when Members will vote whether to accept (ratify) the Board's change or revoke it. When such a change is made by the Board, members must be notified in writing within 30 days of that change. A complete list of all Board Actions is to be kept by the Secretary, posted for all members to view throughout the year then presented in the Annual Meeting Packet (usually back cover).

Agenda for Executive Meeting Sessions

Each Director is to forward to the CTTA office any topics they want covered not later than 10 days prior to the monthly meeting. Once the office has received the topics she is to contact the President (or Vice-President if President is unavailable) and arrange an agenda for the executive meeting. This agenda is to be mailed along with the monthly packets so that each Board member receives it no later than the Monday prior to the meeting. It will be each Director's responsibility to advise the CTTA office prior to the mailing deadline if they are coming to the park before they receive their mailing.

Agenda for the executive meeting is to be included on the Board Meeting Agenda. Only items pertaining to the following may be discussed in executive session per Davis Stirling Act 1) Legal Issues 2) Formation of Contracts 3) Disciplinary Hearings 4) Personnel Issues 5) Payment of Assessments 6) Foreclosures all else is discussed in open session and voted on as appropriate.

Adopted BOD 02-10-01, 7-12-2003, 11-11-06 Ratified 7-06-02, revised 11-11-06, Ratified 7-2007 updated 2/12

Alcoholic Beverage Control Permit

We are not permitted to sell alcoholic beverages in the Park UNLESS we apply for a One Day License from ABC in Stockton, CA @ 209-948-7739. (See file "Alcoholic Beverage Control Permit" in Park Office for instructions to make application for the permit).

Foreclosure Sale

1. After meeting all the necessary Association Bylaws and Association Rules, the Board of Directors may hold a foreclosure sale for sites meeting foreclosure sale requirements. (Refer to Bylaws Foreclosure policy for further details – section 2.3.5.4, 2.3.7, and 2.3.9.)
2. To prevent a foreclosure sale the site owner or their representative must pay all dues and fines up to current date.
 - A. Payment must be made by cash, certified check or money order only.
 - B. Payment must be made to CTTA only.

3. If dues and fines are not made current the foreclosure sale must proceed.
4. If payment is made by a site/membership owner's representative, said representative is to acknowledge in writing that payment is being made on behalf of, and with the approval of the site/membership owner. Also, that representative acknowledges he/she has no legal right to the site/membership on basis of making payment(s) and holds CTTA harmless in any legal/financial dispute resulting from said payment being made. The representative must sign and date such a statement prior to making payment(s).

Forms for Foreclosure are in park office – horizontal files front office “Foreclosure Forms” and in “Master Forms” binders.

1-12-2002, 2-09-2002

Gate Service

CTTA Personnel are to promptly let service/repair vehicles through the main gate during office hours 7 days a week. The vehicle driver arriving prior to 9:00 AM is to be instructed that he cannot use power equipment prior to the designated generator/noise level hours. Adopted 4-14-01, ratified 7/01, 7/07

Hiring/Firing Authority

The Board of Directors granted the Park Operations Manager and Maintenance Supervisor the authority and responsibility for the hiring and firing of employees following the procedures of the CTTA Policy - Hiring Procedure.

5-13-2002, ratified July 07

Inspection of Buildings

Members who check out a key for the Adult Center/Kitchen, Teen Center, Commissary Kitchen and Black Bart are responsible to keep it in a neat and orderly condition. If, after checking out the key for the listed facilities, any member should find that the building they entered was found to be in disarray or vandalized, they are to return to the office immediately and request the Manager or Maintenance staff to accompany them to the building to verify they found the building in that condition. Park Management or Staff will then take proper action to address the prior user for their violation of park property as required in our Bylaws.

Approved 11-11-06, ratified July 07

Liability Insurance for Directors

Note: Davis-Stirling recommends that all committees and volunteers as well as Directors and Employees have liability insurance since errors on their part could create a law suit and hold

them liable. All may be sued for several years AFTER they have served at Timber Trails in any capacity.

Note from Past President Joe Adams: "On 5-13-2002 I spoke with Jim Muth of DeBock & Muth Insurance Agency, Stockton, CA.

The question was: Are past Directors of CTTA covered under our insurance policy if they are sued after they go off the Board. His answer was "yes." (Important to know if our current insurance company has former BOD in their insurance coverage)

After my discussion with him I feel the Board must always assure ample insurance of this nature be maintained. By ample I mean enough to cover at least 15 to 20 Board Members. To do otherwise could result in a Board not being diligent in performing its duties which could lead to a future lawsuit where past Board Members would sue the Corporation for not taking due diligence in providing proper coverage for its past and/or current Directors. In my opinion coverage should range from at least 3 to 5 million as the more people named in a suit would result in less individual coverage. (BOD – note the recommended amount) “.

Cc Insurance File
Park Operations Supervisor
Policy Manual

1-12-2002
5-13-2002 ratified 7/02 and 7/07

Lost Membership Certificate

Any lost or destroyed Certificate may be replaced by the Board of Directors after receiving reasonable proof of ownership ie. Copy of prior site improvement documentation, correspondence received from the Park or other documents/paper work that would necessarily show ownership from the member.

In the case of an original member*, one who according to CTTA records is and has been the only owner of record, the corporation may issue a new certificate without requiring the member to procure a Lost Instrument Bond. The member must show any and all paperwork relating to the original purchase and complete an Assignment with required notarized signatures.

Members who have simply lost their original Certificates of membership must contact Ken Goodwin Bond Services of California LLC at 2300 Clayton Road, Suite 1440 Concord, CA 94520 phone 925-676-2663 fax 925-676-2339 and pay any fees as per their Bond Service fee schedule.

*Many of the original members who had a loan with Pioneer Bank (the financing bank for the developer) were never given their certificates when the loan was paid in full. In this case, the assignment must contain a statement from the member that he/she/they never received the certificate. 03-09-02 ratified 7/02 and 7/07.

Member Request to Meet with Board of Directors

Procedures for members to request meeting with Board of Directors

1. All requests must be in writing.
2. Reason for meeting must be clearly stated in writing.
3. Member should clearly state his/her position and include all details/documentation that support that decision.
4. Member should state what action he/she would like to see BOD take and why.
5. Re-occurring requests from the same member on the same issues must contain new information and/or documentation or else meeting will be denied.

5-11-2002 ratified 7/02, and July 07

Members' Use of CTTA Vehicles

1. CTTA vehicles may be used by site members as available after showing proof of:
Current driver's license (valid) and Automobile insurance coverage
2. The vehicles shall be used within the Park only.
3. CTTA vehicles shall only be used for site clean-up and work within the Park.
4. Any exception to this procedure must be pre-approved by the Maintenance Supervisor.
5. All CTTA vehicles must be checked out at the office before use.
6. Members are not allowed to use Park vehicles to do work for other members on an independent contractor's basis Approved 5-12-2001
7. Only employees will operate the honey bucket. 1-13-2001

Adopted 4-14-2001, ratified 7/07

Membership Transfer to Trust

When memberships are transferred into "Trusts- Family, etc." a copy of the Trust may be required by the corporation. At the very minimum copies of the following would be required:

The name of the Trust

The date of the Trust

The names of the Trustors and Trustees and Successor Trustees.

The final (notarized) signature page showing the names of the Trustors and Trustees.

The Letter of Instructions to CTTA from the member requesting the transfer into the Trust should carry a Medallion Guarantee*.

*Note: Most people who have a Trust will know what a Medallion Guarantee is. For those who do not, it is a high level of Notary that guarantees the signature in writing.

2/13/12 ratified 7/02 and 7/07

Memorial Plaques

Placing a memorial for a family member is allowed. Each request will be addressed on an individual basis by the Board of Directors. 6/08/02 ratified 7/02 and 7/07. Memorial Plaques may only be placed in common areas.

Misconduct (Procedures for Handling)

This procedure will cover two basic groups of people. They will be referred to as “Members” and “Guests of Members”.

General Policy Statement:

Members who disturb other members and are destructive to the Park and/or its facilities will be dealt with as follows:

1. When the infraction is minor, they will be told by Park Operations Manager verbally to correct the situation. If they comply that will end the issue except a follow-up letter will be sent to them within 10 days (from the office) outlining the problem and the agreed upon resolution and date.
2. When the infraction is serious, the Member will be asked to desist immediately. If they do not, the local authorities will be called immediately. The member will be formally reprimanded in writing by manager and billed for all destruction to the Park, the time (labor) Park personnel spent in dealing with the issue, and turned over to the Tribunal. The letter of reprimand, along with copies of all other documents, will be forwarded to the Tribunal Committee for further resolve. The Tribunal Committee will review the case and decide if the action taken is sufficient or not. If not, the Tribunal will levy any other conditions and so advise the Member. Bylaw 10 will be the basis for action being taken.
3. In dealing with very serious infractions, the park’s manager has the authority to expel the Member from the Park. The Park Manager will tell the Member (he/she) that they will not be allowed back until he/she has addressed the issue with the Tribunal and/or governing authority.
4. Animals who are in violation of Park Pet rules or Bylaws are to be dealt with swiftly. Members can be told to remove their pets from the Park immediately. It’s a health and safety issue. If they do not, the local authorities are to be called at once.

Guests:

1. Guests get one warning for minor infractions. The second time (regardless of the offense) they will be expelled from the Park. Guests can be expelled from the park even if the Member is present.
2. The Member is held responsible for all infractions a guest(s) may create. The Member will be billed for all damages and time/labor created by their Guest(s).
3. Guests are to be expelled immediately when they create problems (other than very minor ones).

4. Animals of guests who are in violation of Park Pet rules or Bylaws are to be dealt with swiftly. Guests can be told to remove their pets from the park immediately. It's a health and safety issue. If they do not, they are to be expelled from the Park. If they do not leave, the local authorities are to be called at once.

Minutes of all Board Meetings

Members are to be notified annually of their right to review the minutes of all open Board meetings and their right to review prior minutes when requested. This can be done by Newsletter once a year or notice put in the Annual Meeting packet. Davis Stirling Act.

All minutes of Board meetings are to be available to ALL members no later than 30 days from the date of the meeting. Not just the members who attend the meetings, but all members, The use of the CTTA web site and the monthly Newsletter can be used for posting the minutes in a timely manner. Note to Board: The Bylaw Committee recommends that we make our monthly meeting minutes available to members no later than 15 days after a meeting because 30 days in most cases would be the day of or the day before, in some cases, the day after, the next board meeting which gives members no time to review them prior to a meeting for corrections. Our Annual Meeting minutes must be provided to the members within 30 days after the Annual Meeting. (see davisstirling.com) website –Draft Minutes. “Draft minutes of board meetings must be made available to the membership within 30 days. Failure to do so can result in penalties against the association. Notice of the membership's right to minutes must be made annually. Minutes should be readily accessible for membership review.”

Open Accounts - Cash Pay-Outs

Should be completely rewritten per our Bylaw 8,8,2 – Bylaw Committee proposed recommendation below:

CTTA has open accounts with a few local vendors with whom we do business on a regular basis (Lowe's in Sonora, local hardware and grocery store and gas station for example). Only specific staff members, the Maintenance Director or President shall be allowed to use these open accounts after prior approval from the Board. The staff members, the Maintenance Director or President who are authorized to make expenditures as well as the Board who approves the expenditure, are to receive a copy of the budget update monthly from the Treasurer and are responsible for knowing the balance in the account from which they plan to spend funds before making the purchase or before approval of the purchase. Our goal is to stay within or under budget for the year. Every dollar we spend under budget goes into our Capital Improvement program to build that account for large park improvement/maintenance or emergency projects.

The office is to annually (or as often as required due to staff or Director changes) send a letter to the open account vendors we use, providing them with a list of those persons who are authorized to make purchases and any limit of the purchases set forth by the Board. If a member who is not on the list needs to purchase items authorized by the Manager, they must have a purchase order in hand. They may not “charge” the purchase, but must pay cash either from petty cash or from their personal funds which will be reimbursed from petty cash upon presentation to the office.

The office is not authorized to reimburse anyone without a receipt and a purchase order signed by the Manager with notation as to what account will be debited with the expense.

The directives in our Bylaws 8.8.2. and 8.8.1 (below) give specifics as to how spending of corporate funds shall be handled.

8.8.2.
Added July
2006

8.8.2. No individual Director, or small group of Directors, is permitted to spend corporate funds without approval of the Board of Directors. The approval must be granted during a regular scheduled open monthly meeting of the Board of Directors. The only exception would be in case of an emergency. An emergency is defined in Bylaw 8.8.1.a. (below)

8.8.1.a
Added July
2002

(a) An emergency is defined as a problem that must be cured in order for the Park to continue operating prior to the next Annual Meeting of the Membership. A complete disclosure of the emergency and all costs incurred must be documented in writing by the Board of Directors and provided to the Membership within thirty (30) days of the expenditure. The matter shall also be placed on the agenda of the next Annual meeting of the Membership for discussion and ratification.

Members, staff or Directors are not allowed to make unauthorized purchases at any time. The Board of Directors shall set a maximum for the Park Maintenance staff to be able to spend without prior authorization for repairs that need urgent care. A good inventory of regularly used supplies shall be maintained in the Maintenance shop or storage at all times. (ie. pipe fittings, pipe sealant, caulking, faucet handles, hack saw blades, toilet plumbing, paint, etc.). This avoids unnecessary errands, wasted time and fuel and saves money. The Maintenance Director and Maintenance Supervisor should work together to see to it that the inventory of frequently used items are on hand for any “emergency” repairs.

8-11-2001 ratified 7/07

Outside Contractor Requirements

The purpose of this policy is to protect CTTA from mechanic’s liens in the case of a contractor who does not pay his sub-contractors/suppliers.

1. Determine what the job entails:
 - B. Detailed description of the job/locations(s)
 - C. Time frame for the job to be completed – start to finish.
2. Send out written request for bid/estimate to at least three contractors showing the following requirements:
 - A. Detailed description of the job/location(s)
 - B. Time frame for the job to be completed
 - C. Performance and Payment Bond (will be required on any bid over \$5,000)
 - D. List of all sub-contractors and suppliers.

- E. Inform contractor that we will hold 10% of the total amount for 35 days until we receive an Unconditional Release from any subs/suppliers from whom we may receive a Preliminary Notice.
- F. Contractor to provide addresses of comparable completed work.
- G. A bond is required to be attached to all bids from contractors doing work for the Association. 8-10-2002, ratified 7/03 and 7/07.
- H. All outside contractors hired by Calaveras Timber Trails must present proof of Contractor's license and a current Certificate of Insurance prior to any work being done on CTTA property. CTTA will not use any unlicensed contractors for work done in the park. Adopted 7/14/01, ratified 7/02 and 7/07

Outside Contractor Use of Gate Keys

Outside contractors/repairmen working for Park members will not be given a gate key. Access to the Park by said contractor/repairman will be granted during office hours after ringing the buzzer, identifying himself and signing in at the office showing where he will be working. The outside contractor/repairman will check out with the office when leaving the Park whether in person, by CB or by leaving a note at the office. Member will notify park office when contractor has been scheduled to perform work. Adopted 7/13/02 ratified 7/03 and 7/07.

Outside Contractors Working for Members

General – All outside contractors must check in at the office upon arrival. No exceptions. Members are responsible for all activities of the contractors hired by them. Any damage to CTTA property caused by a member's contractor will be the responsibility of the member.

Pine needles disposed of by outside contractor:

When members hire contractors to clean their site(s) it is up to the member to include, or not include, the cost of hauling the pine needles, debris, etc. to the burn pile or a collection point either inside or outside CTTA premises. The member and his/her contractor is only responsible for having pine needles, etc. placed into piles along the sides of the roads. Members are not required to have their contractors haul the needles from their site(s) to a collection/disposal point. The Board of Directors (or individual Directors) do not have the authority to require a member's private contractor to go beyond the member's responsibility when doing work for them. In essence, the member's contractor is simply working for a member, not the park. If the members want to pay the contractor to haul their pine needles to a disposal point, they may, but in no way is this mandatory. Approved 8/12/06 ratified 7/07

Members are responsible for cleaning their sites and depositing all needles, leaves and branches, etc. alongside the road in front of their site, separating the branches from the pine needles. Just because a member hires an outside contractor to clean their site does not mean they are required to pay the contractor to load and haul the needles, leaves or branches, etc. to a designated collection and/or disposal site other than the side of the road in front of the site. Members who

hire a contractor (friend, relative, whoever they choose) are to be treated fairly and equally in comparison with members who clean their own sites. Members who hire someone to clean their site are in no way to be penalized for doing so.

Should a Board of Director ever consider reversing this basic policy, they will need to take the issue to the General membership at an Annual Meeting for approval. (See Pine Needles Memo in file dated 7/15/06 for reference). Adopted 8/09/06 ratified 7/07.

Release of “Site for Sale” Information by Staff or BOD

Staff or BOD are allowed to release only basic information on Sites for Sale. We are no Real Estate Agents. Will we be helpful? Yes, by providing directions to sites, handing out price lists and providing both the buyer and seller with the necessary paperwork once they negotiate a sale. If a seller leaves a key to a trailer and provides us with written instructions to let prospective buyers have the key we'll do that for them. Note – trailers do not fall under real estate law. They are treated as personal property. However, you should limit your comments by only stating the price. Do not offer opinions about sites, trailers, campers, etc. You are not to give buyer site measurements. Seller may be given a copy of their site measurements. You are not to get involved in any way in the transaction of the sale between buyer and seller. If the buyer has any questions, he must contact the seller.

Under no circumstances are you to allow a prospective buyer to look at CTTA's site boundary maps, nor are you to quote them dimensions or other information about a site. This is corporate information and is not available for the general public. If the seller wants, they may provide a flyer showing their site measurements. However, a statement must be shown on the flyer that CTTA does not acknowledge and/or confirm that the information is correct.

If you are asked for information about a site that is being offered for sale all you are to do is provide the site # and the price the seller is asking. If you are asked about dimensions you are to refer the prospective buyer back to the seller. Sellers are requested to identify their boundary markers. If they have not done so then they'll need to make arrangements with the prospective buyer and answer their questions.

Should a seller want information regarding the measurements of his site, he/she is to be given the information from their “file” promptly. If the information is not in their file it would be best to get a Director involved. If you proceed on your own make sure you have the current map book. If you think you may not have the current map book, tell the seller that the information is not readily available and that you'll contact the Rules & Design Director immediately. Then contact the Director, resolve the problem and get the information to the seller.

The most important point to remember is that you cannot get involved in any way in sales transactions between buyers and sellers. If you start relaying messages between buyers and sellers, providing site information to sellers, etc., you're practicing real estate and making CTTA liable for your actions. If a seller wants this kind of service they should be represented by a licensed real estate agent.

If you have any questions about the above, always contact your supervisor and/or the Board of Directors.

10-04-01

Sale of CTTA Park Personal Property

In the event that a piece of CTTA personal property will be retired from active service, the following procedure will cover sale of said personal property.

The Board of Directors of CTTA and Park Operations Manager will determine if the personal property is no longer needed in the park inventory and can be placed for sale. A minimum bid price will be determined at that time.

The item shall be advertised in the Timber Trails Times monthly newsletter. A date will be given for sealed bids to be delivered to CTTA office. Bids will be opened at the next scheduled Executive Meeting and the highest bidder notified. They will have 14 days to send a check for the amount of the item. If the check is not received in 14 days, the item will be offered to the second highest bidder, etc.

Upon receipt of payment, a bill of sale and any document transfers will be issued by POM.

Money received from the sale of item will go back into Account from which it was originally purchased. If that account is unknown, the account it would have most likely been purchased from shall be credited.

If there are no bidders, the item will be advertised "For Sale" to the general public at the minimum bid price. If still not sold, the minimum bid will be reduced and the entire process will start over. 9/14/2002 – ratified 7/03 and 7/07.

Snow Plowing and Chain Controls

1. During significant snow storms the Park Manager or Park employees shall notify all those members occupying sites in the Park to move their vehicles to the parking lot.
2. Park employees shall plow snow from the entrance and exit roads and the parking lot first.
3. Park employees shall plow snow from Timber Trails Road at a given time each day (if it can be conducted in a safe manner).
4. Park Employees should plow the snow from those loops that are occupied at the same time (if it can be conducted in a safe manner).
5. As soon as possible and practical (as weather permits) clear remaining loop roads as needed.
6. CTTA Park Rules, Regulations and Guidelines # 11 CHAIN CONTROL: Effective 4-98, ratified by the membership 7-98: The manager of CTTA will determine at what time and for how long, chain control of our roads will be in effect. The Park Operations Manager or senior employee on duty shall be responsible for determining the need for chain controls on access roads within CTTA. Chains will be placed across the roads at the entrance to A & B loops,

across Timber Trails Rd. north of Black Bart, across the exit road from the parking lot near the office and across the road between the mobiles and the water wheel pond area.

- 7. Those individual site owners choosing to drive their vehicles on roads within the Park during the time that chain control is in effect shall be required to sign Responsibility-Liability for their action on each occasion.
- 8. Tire chains on private vehicles shall not be allowed within the park. The only exception is that vehicles may be driven from county road into the Park parking lot.
 (# 8 above passed as a BOD motion 3/10/01)
 Adopted 4-14-01 ratified 7/01 and 7/07

Snow/Ice Parking Liability Form

(The following form MUST be filled out by anyone driving to their site during inclement weather. No exceptions.)

I understand that I have been advised to park my vehicle in the parking lot due to snowy/icy conditions on our roads.

I understand and accept that I will be financially responsible for any and all damage caused by my vehicle by accident and/or by negligence if I choose to drive to my site rather than park in parking lot as suggested.

I understand and accept that I must personally make, or hire someone to make, necessary repairs immediately because of any damages I have created. If I fail to do so CTTA will have repairs made and bill me for the full amount.

I understand and accept that CTTA employees and equipment will NOT be available to me.

I understand and accept that should I, a family member or invited guest become ill, and our vehicles become inoperable or for any other reason we should not be able to get out of my site and back to the parking lot, that I am solely responsible and liable for all financial and safety issues. I further understand that should I become snowed in, ~~that~~ CTTA will not be responsible for delivering medications, food, water or vacating me, my family or my invited guests from my site. All problems of this nature will be handled by me. CTTA will call "911" emergency and/or Search and Rescue if they become aware of a life-threatening situation. Any costs incurred will be paid by me.

Date	Site #	Signature
Automobile liability policy number Adopted 4/14/01 ratified 7/01 and 7/07		policy expiration date

CTTA form # _____

Special Services Cost Analysis

It is important to do this study every year by the Finance Committee. Recommendations as to raises in fees or lowering of fees is to be submitted to the members at the annual meetings. Members voted at the Annual meeting 7-05-2003 for the Board to present to them each Annual meeting, the costs for Special Services in the Park ie. sodas, propane, ice, etc. (There are nine pages of forms used to calculate those costs and present to the membership at the Annual Meeting. They should be kept in file in the office under "Special Services Formulas" and are used to do the calculations of costs to be presented to the members) Forms are located in the Park Office "Master Forms" under Cost Analysis Special Services.

Ratified 7/05/2003 and 7/07

Staff Assistance to Members with Hardships

CTTA maintenance personnel at the discretion of the Park Maintenance Supervisor, may remove, fill and replace propane tanks for a nominal fee for members in cases of extreme hardship. The request from the member must be in writing and the member must be present at the time of service.

The maintenance personnel completing the job will use a spray bottle to test for leaks when the tank is re-installed. The fee for this service is on the request form.

9/14/02 ratified 7/03 and 7/07

Tape Recording of Meetings

During Executive Meetings the opening and roll call will be taped. After that, only the motion, the second of the motion, the discussion of the motion and the result of the vote will be tape recorded. Should a Board Member want his/her comments recorded the Board will comply. 4-14-01 ratified 7/07

Recording of Open Session meetings may be tape recorded only for the benefit of the Secretary in her note taking. Upon approval of the minutes at the following meeting, the tape may be erased. (Davis Stirling attorneys Adams and Kessler recommend that tapes are not kept due to the possibility of liability in a law suit).

Towing of Private Vehicles Within the Park

1. Employees of CTTA shall not be responsible for towing of members' vehicles from ditches or from off road areas.
2. The Park Management may allow towing of private vehicles by CTTA employees in emergencies only.
3. CTTA vehicles will not be utilized by members for towing private vehicles by members.

4-14-01 by 7/07

Tree and Limb Removal

1. Any contractor bidding to remove limbs or trees within CTTA must provide proof of liability insurance annually. (see Outside Contractor Requirements)
2. Bids to remove hazardous, dead or infested trees (entire tree) shall be requested and reviewed by the Park Management. Two bids shall be solicited and reviewed except in an emergency situation.
3. The Park Management has the authority to have hazardous, dead or infested trees in common areas removed at CTTA's expense.
4. The Park maintains the rights to all firewood from trees removed at CTTA's expense.
 - The site owner maintains firewood rights to trees removed at his/her expense.
5. Park tree removal bids shall include brush clean up.
 - Site owners shall also include brush cleanup during the tree removal process.
6. Site improvement tree removal shall require BOD approval for all trees four inches in diameter at the 54 inch height. (site improvement tree removal is at owner's expense)
 - Each tree removed during site improvement shall be replaced utilizing a tree (5 gallon size) indigenous to the area.
7. All firewood gleaned from CTTA tree removal expenses shall be:
 - Utilized first to heat employee housing
 - Utilized second in Adult Lodge, Commissary and other Park locations.
 - After the prior two areas have been satisfied sold to Park members at cost.
8. Site members may remove dead limbs or have them removed from their sites for:
 - Fire safety, to abate possible danger to property or for people safety.Site limb removal shall be conducted at site owner's expense.
9. The Park Management may have limbs (on a tree in greenbelt, common areas) removed at CTTA's expense if the limb creates a possible hazard to life and/or property.
10. All site owner's requests for tree/limb removal shall be in written format to the Park Management (verbal requests should only be used in an emergency)
11. Firewood from trees/limbs removed shall be made available to the site owner if his funds are used to pay for/or reimburse CTTA for funds expended during the removal of trees/limbs.
12. Healthy trees or portions thereof that fall on a member's site during a storm will be the responsibility of CTTA. The member will be notified immediately. The member will make the decision as to whether or not he removes the tree and keeps the wood. If CTTA cleans up the wood is to be used as described in #7 above. 4-14-01 ratified 7/07

End of Policies

Any new policies adopted by the BOD will become temporary until the next Annual Meeting where the members will be given an opportunity to vote as to their pleasure whether to accept or reject the new policy.