

# CTTA PARK OPERATIONS MANUAL

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### *Main Divisions*

This Park Operations Manual contains our Governing Documents combined in one manual. Each section is in agreement, to the best of our knowledge, with our Articles, Bylaws, California Department of Housing and Community Development Title 25 Special Occupancy Parks building codes and the Davis-Stirling Act. The following is a list of each section contained in this manual:

<i>Subject</i>	<i>Section</i>
<b>Legal warning to all Directors – Management Personnel</b>	
<b>I. Brief History of CTTA</b>	History
<b>II. Articles of Incorporation</b>	Articles
<b>Bylaws</b> (updated 7/05/14)	Bylaws
<b>III. Rules, Regulations &amp; Guidelines</b> (Ratified 7-06-06, 7/07/07 updated 2012 - approved 9/2013 Ratified at Annual Meeting 7/05/2014, 07/06/2019)	Rules
<b>Guest Rules</b> (Submitted 8/15/13 Ratified 7/05/14)	
<b>IV. Policies (standard operating Procedures)</b> (Ratified 7/07/07 – updated – Ratified 7/05/14)	Policy
<b>V. Director’s Handbook</b> (Ratified 7/07/07 – updated - Ratified 7/05/14)	Directors
<b>VI. Committees</b> (Ratified 7/07/07 – Updated 2013 – Ratified 7/05/14) Administrative Committee Boat Committee Bylaw Committee Finance Committee Fire and Safety Committee Nominating Committee Recreation Committee Rules and Design Committee Tribunal Committee	Committees
<b>VII. Personnel</b> (Ratified 07/07/07, 07/06/2019)	Personnel

**Employees Handbook**  
(Ratified 07/07/07 – needs updating)

<b>VIII. Office Procedures</b> (Ratified 07/07/07 needs updating by Winter 2014-15)	Office	
<b>VIV. Maintenance Procedures</b> (Ratified 07/07/07 - Completely updated 2012 – Ratified at Annual Meeting 7/05/14)	Maintenance	
<b>X. Index</b> (Updating in the works as of 7/06/14)	Index	<b>A-Z</b>