

CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION

POLICY MANUAL  
Revised 1-19-08



## PURPOSE OF ADMINISTRATION MANUAL

### CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION

This Administrative Manual has been assembled from records of the Association and condensed and indexed for brevity and convenience.

It is intended that this manual be useful as a guide and for the purpose of continuity in the administration of the Association for members of the Board and its staff.

This information shall be kept current in accord with actions of the Board, as recorded in approved minutes, and necessary revisions shall be prepared and included periodically. The entire manual shall be reviewed by the Board each year and directed to be re-written if necessary by an appointed committee.

It is intended that this manual be read in conjunction with the Articles and the Bylaws of the Crystal Lakes Road and Recreation Association, and it complements rather than repeats that document.

## STANDING RULES FOR MONTHLY BOARD MEETING

The Board shall meet the third Saturday of each month, at 10:00 AM, in conjunction with the Water & Sewer Board.

Regular formal meetings of the Board shall be held at 1:00 PM the third Saturday of each month at the Wapiti Center. For Special Meetings see Bylaws Article IV, Section 7 {c}. All meetings will be conducted under the auspices of the latest edition of *Robert's Rules of Order*.

### AGENDA FOR THE MEETING

1. The agenda for each regular meeting of the Board shall be prepared by the association manager. Proposed agenda items must be submitted to the office by the close of business on the Saturday preceding the meeting. After the agenda has been prepared, it shall be published as the tentative agenda of the meeting and delivered no later than 72 hours before the next regular meeting to each Board member. Changes in, additions to or deletions from the agenda shall require a vote of the Board. The final agenda will be strictly followed.

### PROPERTY OWNERS PARTICIPATION WELCOME

2. In keeping with the Board's desire to encourage two-way communication with the property owners and staff members, a standing item on the agenda allows individuals or representation of groups two opportunities to make presentations to the Board at its scheduled meetings. Board members request that comments be limited to three minutes. The Board does not, however, obligate itself to act immediately on any request or proposal, whether it be formal or informal, in writing or oral, due to the possible lack of complete information.
3. Speakers may offer criticism of association operations and programs as concern them, but the Board will not hear personal complaints about any person connected with the association in open session.

### DECISION MAKING

4. Valid and intelligent decisions on important and complex matters almost always are made through possession of complete information. For this reason, and to permit mature deliberation, it is not advisable for the Board to act on items which are not on the agenda or on which its members do not have adequate information.
5. Except as otherwise specified by state law or Board policies pertaining to its own operating procedures, the Board shall operate by the rules prescribed in Robert's Rules of Order.
6. Minutes of all Board meetings will be prepared and copies mailed to all Board members and others involved as soon as possible after each meeting. Minutes will be posted in the CLRRRA office, after Board approval, except for Executive sessions.
7. BYLAW CHANGES/ADDITIONS:  
Proposed changes or additions to the Bylaws should be introduced at one meeting, discussed, and amended, if need be, and provisionally approved. At a subsequent meeting the proposal is read and a vote is taken for final approval or rejection.

**CHAPTER I**  
**ORGANIZATION**

1.01 **DEFINITIONS** - The following terms wherever used in this manual shall have the following meaning unless a different meaning clearly appears from the context:

- (1) Association shall mean the Crystal Lakes Road and Recreation Association which was created by Articles of Incorporation under the Colorado Nonprofit Corporation Act and Bylaws as amended.
- (2) Board shall mean the members of the Crystal Lakes Road and Recreation Association Board of Directors.
- (3) Development Company shall mean the Crystal Lakes Development Company.
- (4) Fire District shall mean the Crystal Lakes Fire Protection District.

1.02 **ANNUAL BUDGET** - At the Annual Meeting the Board shall submit a proposed budget of income and expenditures for the operation of the Association for the ensuing year.

1.3 **EXECUTION OF DOCUMENTS** - Leases, contracts and instruments of indebtedness shall be executed for the Association by the president and secretary, unless otherwise authorized by the Board.

1.4 **BOARD ORGANIZATION** – The Board shall annually elect officers from their membership. Duties and responsibilities of these officers shall be as follows:

**PRESIDENT:**

- (a) Preside at all meetings.
- (b) Appoint, subject to confirmation of the Board, all standing and special committees, designating the chairman thereof.
- (c) Be an ex officio member of all committees.
- (d) Be signatory to leases, contracts and all other documents in which the Association is officially involved.
- (e) Represent the Association at official functions.
- (f) Enunciate the Association's official position or policy on questions of substance evolving from Board action.

**VICE PRESIDENT:**

- (a) In the absence, disability, or at the request of the president, shall act in his/her stead.
- (b) Be an ex officio member of all committees.

**SECRETARY:**

- (a) Ensure that notices of the meetings of the Association and Board are sent out.

- (b) Ensure that minutes are kept.
- (c) Attend to correspondence pertaining to the office as may be required by the Board.
- (d) Ensure prior to meetings that all motions, reports, etc. have been recorded correctly into the minutes.
- (e) Sign minutes after each meeting upon approval.

**TREASURER:**

- (a) Ensure that the books of account of the Association are maintained.
- (b) Ensure that notices of dues payable are issued and are subsequently received and properly recorded.
- (c) Ensure that funds of the Association are received and deposited in the name of the Association and disburse such funds at the direction of the Board.
- (d) Report on the financial condition of the Association at the regular meeting of the Board and at annual or special meetings.
- (e) Will be a member of the Finance Committee and will act as the liaison between the Board and the Finance Committee.

**1.05 BOARD MEMBER INFO. PACKET/BINDER**

- Names, addresses, telephone #'s, FAX #'s, etc. of Board members of both Associations
- Copy of Articles of Incorporation, Bylaws, Policy Manual, Property Owners' Handbook, CLA Employee Manual, the Board Member Code of Ethics, Officer's List of Duties, R&R Monthly Calendar, Board Member Position Plan, and the Business Plan, including the most recent updates.
- Copy of Colorado Common Interest Ownership Act
- Minutes from the previous six (6) months of R&R Board and Joint Board minutes
- Copy of Charter for each committee and list of each committee's members
- Copy of previous year's budget; most current financial statement and Treasurer's report
- Copy of Joint Board agreement of how business will be conducted at Joint Board meeting ( Joint Board minutes September 19, 1998)
- Copy of General Manager's job description
- Association Covenants for all Filings and Amended and Restated Declaration of Covenants, Conditions and Restrictions
- Tour of Association properties within month following election.

1.06 **FIDELITY BONDS** - All signatories shall post bond with adequate surety. Such bond premiums shall be paid by funds of the Association.

1.07 **FISHING BOARD** - The Crystal Lakes Fishing Board functions as a committee of the CLRRA; however, the members of the Fishing Board are elected by the Association membership at the Annual Meeting. See Exhibit III.

1.08 **STAFF ORGANIZATION** - The Association Board is empowered to employ staff personnel as it may require.

The staff shall be headed by a General Manager, who shall act as the administrative

officer to the Board.

The Manager shall be directly responsible to the Board for the implementation of plans and policies formulated by them. He/she shall organize and administer day-to-day operations of the Association, business office and maintenance activities.

#### 1.9 **PROCEDURES TO SELL LOTS ACQUIRED THROUGH FORECLOSURE**

(Joint Boards Minutes March 19, 2005)

Prior to the Sheriff's Sale the attorney, the CLA accountant and the manager will have determined by processing an O&E report, that the property is valuable enough to proceed.

After a lot is offered and purchased at Sheriff's Sale, there is currently a 75-day redemption period during which time the previous owner can redeem the lot by paying all costs. This is handled through the attorney's office. When the redemption period has expired, the following procedures will be followed:

1. Notification is received from the Association attorney that the property has been redeemed.
2. Any outstanding liens, mortgages, etc. will be paid for clear title. A Sheriff's Deed will be received.
3. The Manager will request two or three market analyses (estimates of value) from local real estate companies for the property.
4. The Manager will recommend a fair market price to the Association Boards.
5. The Boards of Directors will establish a price for the property.
6. The property will be placed on the market in an open listing, giving all real estate offices the opportunity to sell it.
7. Notice of the property for sale will also be published in the R&R Association's newsletter and on the Crystal Lakes Associations' Web site.
8. Board members and Association employees are prohibited from purchasing these properties prior to their being offered to property owners. (Joint Board Minutes 10-18-97.)

#### 1.10 **LEGAL OPINIONS**

If a legal opinion is needed by a Board member or the manager, it should be brought before the Board for approval. If there is an emergency situation where time is of the essence, the Board President and/or Manager will exercise the right to seek a legal opinion after contacting the vice president or another Board member. (8-15-98) Any opinion received will be shared with all Board members as soon as possible after being received. (Dec. 21, 1997)

There are two (2) large notebooks in the office which contain copies of legal opinions requested or received from CLRRRA Attorney Robert Brandes over the past several years. Board members are welcome to review these opinions in the office at any time or to check out one of these books to review at their convenience.

At a meeting on July 10, 2004, Attorney Brandes stated that it is the Board's prerogative to release the confidentiality of the legal opinions to committees, when they may guide in formulating policy or making decisions related to the work of the committee.

#### 1.11 **R&R COMMITTEES**

The Association has ten (10) standing committees. Each committee has a Charter defining its purpose, membership, and goals. Committees may be added or deleted from time to time at the discretion of the Board, and ad hoc committees, such as a Nominating Committee, may

be appointed for specific, short-term purposes.

- a. Architectural Control
- b. Finance
- c. Fire Policy
- d. Fishing Board (functions as a Committee; however, the members of the Fishing Board are elected by the Association membership at the Annual Meeting. See Exhibit III)
- e. Greenbelt Management
- f. Hearing Panel
- g. Newsletter
- h. Policy and Documents
- i. Recreation and Hiking
- j. Road
- k. Security

See Exhibits VI for Committee Charters.

Committee reports to the Board will be written and are due at the Association office no later than 4 p.m. the Saturday prior to a regular monthly meeting.

Whenever possible each Board member will serve as a member of a committee.

#### 1.12 **JOINT COMMITTEES**

The Long-range Planning Committee is a Joint Committee of the Road and Recreation Board and the Water & Sewer Board.

#### 1.13 **ATV CLUB**

Disbanded due to lack of participants per R&R Board Spring 2005.

## **CHAPTER II** **ADMINISTRATIVE POLICY AND PROCEDURES**

2.01 **ADMINISTRATIVE PROCEDURES** - In order to carry out the Association's affairs in an efficient manner, the administration is delegated to an administrative staff. The staff is headed by a Manager who is directly responsible to the Board for all activities.

During the winter months (October through April) when the Association's Administrative Office is closed on Tuesdays and Wednesdays, telephone number (970) 881-2250 is answered by voice mail. Messages left on voice mail are monitored at least three times daily by two workers who are on duty both days. Anyone needing assistance such as snow plowing due to drifting or other help on those days, should leave a message including a call back telephone number or location to receive help. If the situation warrants the Manager may be called at home at (970) 881-2790.

For an emergency, **please dial 911** and help will be dispatched. See EXHIBIT IV EMERGENCY PROCEDURES in the back of this manual.

It shall be the duty of the Manager, with the assistance of the staff, to ensure that all plans approved and adopted by the Board are executed; and, that all duly approved policies and

decisions are adhered to.

All business of the Association shall be channeled through the Association office where it will be handled in accordance with approved policies and procedures. This includes Association business handled by any member of the Board by regular mail, by fax or by E-mail, such as inquiries of the Attorney, where corporate records must be kept on file for future reference. This requirement is satisfied by copying the Association office with any communication made to the Association Attorney or other entities. New business requiring action by the Board will be brought before regular or specially called meetings of the Board. Whenever possible all information on such business, together with pertinent data, will be furnished to each Board member in advance of the meeting, exclusive of Executive matters.

The Manager shall make a verbal report on significant issues or activities at each regular Board meeting. This report will become a part of the Board meeting minutes.

2.02 **AUDIT** - The Association shall be audited annually by an auditor selected by the Board, who, unless said audit is conducted by a certified public accountant, shall not be a member of the Association. The audit report shall be presented at a regular scheduled meeting of the Joint Boards. The prepared report also shall be available to the members of the Association.

2.03 **BANK ACCOUNTS** – The principal accounts of the Association are to be named by the Board.

2.04 **CONTRACTUAL SERVICES:**

- a. Review of Service Providers - Annually, the Board shall review its arrangements with, performance of, and rates of service providers such as attorneys, outside accountants, and auditors.
- b. Contractor Defined – The term “contractor” shall apply to any supplier of products or services, who does not meet the definition of an employee as specified by the Colorado Division of Employment and Labor. Contractors are not limited to completion of projects with a definable scope of work but may also accomplish services or provide products on a per unit bid (per hour, per mile, per foot, per widget, etc.).
- c. Scope – Contracts are not limited to lump sum bids, but may use any combination of hours or other performance objectives which is approved by the Board.
- d. Procedures – When competitive bids are to be obtained, the manager shall recommend to the Board, when possible, at least three contractors, which he considers are capable of accomplishing the work. No contractor shall be denied the right to submit a bid; however, the Board reserves the right to reject any and all bids, and to award the work to a contractor based upon consideration of all factors involved and not just on the basis of the lowest bid.

The manager will prepare a bid request package for Board approval. Upon approval by the Board, requests for bids will be sent to the potential contractors as approved by the Board. After the deadline for receipt of bids has passed, the manager will submit the bids to the Board with his recommendations.

- e. Contractors’ Requirements – All contractors must qualify as contractors under the criteria established by the Colorado Division of Employment and Labor, and show proof of liability insurance in an amount established by the Board.
- f. Temporary Employees – Nothing in this policy precludes the right of the Association to hire temporary employees to accomplish work previously approved or budgeted.

2.05 **MILEAGE & TELEPHONE EXPENSES** – Board members and/or committee members may be reimbursed for regular committee meetings or regular Board meetings, or for special meetings. Mileage reimbursement for these meetings may not exceed one-half of the current IRS expense allowance for mileage. Reimbursement requests must be submitted on the Association Mileage Report Form within 60 days of the meeting and there is a \$50.00 cap for each meeting. Special circumstances for regular meetings may be considered for reimbursement with Board approval. (Also adopted by the CLWSA Board 11-19-05)

Board members and committee members may be reimbursed in full for telephone calls directly related to Association business, provided the requests are submitted within 60 days.

2.6 **OPEN RECORDS** – In accordance with Colorado Revised Statutes and the Colorado Common Interest Ownership Act, a member is entitled to inspect and copy any of the Association's records during regular business hours with the approval of the Manager, provided the requestor 1) has been a member for at least three months immediately preceding the demand; 2) gives appropriate notice, i.e. a written demand to view certain records at least five business days before the desired date to inspect and copy such records; and 3) makes the demand in good faith and for a "proper purpose", that is, a purpose reasonably related to the demanding member's interest as a member. The written demand shall clearly state the reason for viewing the records. These written requests shall be retained in the Association office for the purpose of monitoring the use of such records.

Staff personnel records are excepted from the above and shall not be released without the written approval of the individual involved.

- A. **MEMBERSHIP LISTS** – Requests for membership lists are subject to the same guidelines listed for other records of the Association. A property owner may purchase a Membership List with mailing addresses from the Association office for a fee as established by the Joint Boards of Directors. Another option available is that a list of property owners and addresses also may be obtained, for a fee, from the Larimer County Assessor's Office.
- B. **E-MAIL ADDRESSES** – Colorado statutes do not require the release of a member's E-mail address to open inspection if the member has specifically requested that his/her E-mail address remain private. Therefore, members wishing to keep their E-mail private must send such a request in writing to the Association office for retention in the member's file. The Association, likewise, will use a blind copy when sending out mass E-mails.

### **CHAPTER III** **REGULATIONS, POLICIES AND PROCEDURES**

3.01 **DEFINITION** - Policy is defined as "a definite course or method of action selected from among alternatives and in the light of given conditions, to guide and determine present and future decisions".

The following is an alphabetized list of existing Board policies. It is not intended to be all-

inclusive.

Policies may be added, expanded or rescinded from time to time as required by the Association.

- 3.02 **ANNUAL LEASES** – Members who wish to transfer their privileges to another party on an annual basis may lease their property to another party. In this manner, members who are unable to enjoy the area can transfer this opportunity to others. The lease agreement is renewable on a yearly basis. A lease agreement does not include voting privileges. A membership may be leased to one other family other than the owners. Lot owner(s) may lease his/her fishing privilege on the lot where the membership is leased, in which case the owner **MUST** surrender all badges in the owner’s possession for that lot. Property owners who lease their lot for one year, or property owners with additional improved property that is leased for one year, and who provide proof of a one-year lease to the Crystal Lakes office, shall be entitled to two (2) adult fishing badges to be assigned to the lessees of the property. Dependent children of the lessees would not be included, but could purchase badges under the current Crystal Lakes guest fee structure. All guests of a lessee must be accompanied by the lessee. Refer to Fishing Regulations 2B for fee structure. No more than one membership per lot may be leased. If the owner owns more than one lot, he/she may lease only one membership to that lot to another family. The owner leasing the lot to another family must notify the Association office in writing before the lease may be made. The Association office may be contacted for details and sample lease forms are available.
- 3.03 **ANNUAL MEETING** - The Annual Meeting of the Road & Recreation Association shall be held on the second Saturday of June at such place and time as the Board determines. The Annual Meeting shall be for the purpose of presenting the Manager’s, President’s and committee reports, introduction of Directors, presentation of the budget, election of the Fishing Board, and any other business as may be indicated in the notice or which may be properly brought before the membership. Informative presentations by adjunct organizations such as the Crystal Lakes Fire Protection District, the Forest Service, and the Community Fund Association are in order, as well as social events.
- 3.04 **ANNUAL PROGRESS REPORT** - The Manager shall submit a written Annual Report on significant issues and activities. This report will become a part of the Annual Meeting booklet.
- 3.05 **ASSESSMENTS** – Special assessments will be charged to members upon the approval of a majority (50% plus 1) of the voting members in accordance with the provisions of the Association’s governing documents.
- 3.06 **ASSOCIATION GAS STORAGE AND USE** – The Association-owned gasoline tanks are:
- (1) Locked with combination-type locks which are changed at least quarterly, or more frequently if indicated.
  - (2) Checked visually daily for unusual depletion or tampering; and
  - (3) Checked routinely twice weekly.

The Manager and the Field Workers are the only employees authorized to have the lock combinations and, then, only for gasoline usage in Association-owned vehicles.

Individuals who are authorized by the Manager to use their personal vehicles for Association business are required to log their mileage on the “Crystal Lakes Association

Mileage Record” and will be reimbursed at the current IRS rate of reimbursement.

3.07 **ATV, MOTORCYCLE, TRAIL BIKE, & SNOWMOBILE POLICY** – Crystal Lakes is a private subdivision with 86 miles of private roads. Safety is the major consideration in the establishment of a policy for ATV’s, motorcycles, trail bikes and snowmobiles. The Crystal Lakes Security Committee will work to promote safety awareness and the proper recreational, work and transportation needs of the membership of Crystal Lakes. The Security Committee will review these policies on a yearly basis and will suggest any necessary adjustments to the R&R Board based on safety and use data.

- **Operation Policy** for all ATV’s, motorcycles, trail bikes and snowmobiles:

1. Speed limit is 20 m.p.h.
2. Riding is allowed on the roads only. Absolutely no riding on greenbelts, skiing or hiking trails, or private lots will be permitted.
3. An approved spark arrestor, which meets specifications of the U.S. Forest Service, must be installed on these vehicles.
4. A proper muffler, with noise baffle, must be installed.
5. A safety pole, minimum 60 inches in length, with fluorescent flag is mandatory for all three and four-wheel ATV’s for visibility.
6. Only unlicensed recreational vehicles, which are owned by Crystal Lakes’ property owners, may be operated in Crystal Lakes. All other vehicles must have a current state license and a licensed operator.
7. Safety helmets are strongly recommended for every rider/passenger.
8. Only one person is allowed to ride an ATV, which is less than 250cc. ATV’s of 250 cc and above will have a limit of two persons riding. (Note: the ATV Club feels that only larger ATV’s can accommodate two persons.) No ATV may carry more than two (2) riders.
9. Vehicles categorized as mini-motorbikes, pocket rockets, motorized skateboards, or motorized scooters are NOT allowed on Crystal Lakes’ roads. (R&R Minutes January 15, 2005)
10. **By action of the CLRRRA Board of Directors November 20, 2004, a valid operator’s license is required to operate a motor vehicle on Crystal Lakes’ roads.**

- **Registration and Management Policy** for all ATV’s, motorcycles, trail bikes and snowmobiles: (ATV’s, motorcycles, trail bikes and snowmobiles are all categorized as ATV’s below.)

1. A Crystal Lakes I.D. plate and a registration sticker are mandatory on all ATV’s. This Crystal Lakes I.D. plate must be visibly displayed on the back of all two, three and four wheel ATV’s displaying the property owner’s Filing and Lot number and the number of ATV’s registered by that property owner, such as [12-302-1] or [05-200-4]. Renewal registration stickers must be changed every year and will be issued upon verification of current R&R dues being paid. Registration stickers will be displayed on the right front fender/fork.
2. Proof of liability insurance is mandatory on all ATV’s when registered for I.D. plates and/or renewal of yearly stickers. See the Fees and Dues Schedule for appropriate initial and renewal fees.
3. Misuse and Reckless Driving Complaints may be filed at the Association office. Forms must include vehicle and rider description, I.D. plate information, location of infraction

and as much detail as possible; **complainant's signature and date are required.**

4. Policy violation procedures include a warning for the first violation; a \$150.00 fine issued to the property owner for the second violation; and a \$300.00 fine with suspension of all rider privileges for one year from date of violation for that ATV issued to the property owner for the third violation. The I.D. plate must be surrendered to the office upon a third violation.
5. Initial registration fee for each ATV and the annual renewal fee are printed in the Dues and Fees Schedule.

3.08 **ATV RENEWAL FEE** – Funds accrued from the annual ATV Renewal Fee are allocated to the Security Committee for ongoing expenses related to enforcement of ATV safety measures. (R&R Minutes August 21, 2004).

3.09 **BOATS AND OTHER WATERCRAFT POLICY** – (For a full explanation of this policy, please refer to the Crystal Lakes Water & Sewer Association's Property Owners' Handbook and the CLRRRA Fishing Regulations, Exhibit III, 3.C.).

3.10 **CAMPERS, TRAILERS, MOTOR HOMES, AND TENTS** - One camper, trailer, motor home or tent for residential purposes is permitted on the owner's lot for a total of three months per calendar year. A permit must be obtained from the Association office when the unit is first brought onto the property. It is the property owner's responsibility to inform the office any time the unit will be placed on the property for more than four days, and again once it is removed for the season. It will be assumed that the unit is continuously on the property in terms of the three-month restriction unless the owner informs the office of the removal. The owner must inform the office once the unit is removed for the duration of the year so that a notice of violation will not be sent.

After three months if the trailer remains on the property or the office has not been informed of its removal, a notice will be sent to remind the owner of the restriction. Should no action be taken or promised within thirty days, the violation will be referred to the Board which may request its attorney to litigate if the corrective action is not taken within an additional thirty days.

At the Association attorney's suggestion the Board will not enforce the covenant against storage of such camper units if the lot contains a home. However, such units may be stored only and may not be used as a residence for guests or others for any period of time. The Board will not enforce the covenant against a lot owner whose home is under construction so long as the camper unit is not used as a living quarters for more than a one year period.

The Board has established a policy for covenant violations. See Exhibit II.

See item 3.36 **TRAILER STORAGE AREA** for alternative storage of camper units away from individual lots.

3.11 **CAMPING** - Camping in trailers, tents, or campers is permitted only on the owner's lot or in specially designated areas. Campers should know the Association's camping regulations relative to sanitary facilities, fire prevention, etc. contained in the Property Owners Handbook. See Exhibit I.

- 3.12 **DOGS** - Dogs and cats shall be on a leash under owner control at all times when away from owner's property. Larimer County regulations (available in the Association office) will be enforced.
- 3.13 **DRIVEWAYS** - If driveways cause interference with normal drainage, they must have a properly installed culvert. Driveways should be graded to prevent water from intersecting a road. Property owners are responsible for keeping the driveway culvert open and removing snow from the driveway.
- 3.14 **EMERGENCIES-REPORTING** - See Exhibit IV.
- 3.15 **FIRE FIGHTING** - Fire fighting efforts are provided by the Crystal Lakes Fire Protection District. These volunteers are trained to fight fires and to coordinate their efforts with county and state forces. Property owners who are not members of the CLVFD **MUST** stay out of the area of a fire or other emergency incident.  
Members should address concerns about fire prevention, tree thinning, and trash pile burning to the Fire Chief.
- 3.16 **FIRE SUPPRESSION, CONTROL & FINES** – The Crystal Lakes Road and Recreation Association authorizes the Crystal Lakes Volunteer Fire Department, as established and operating under the auspices of the Crystal Lakes Fire Protection District, to extinguish any unauthorized campfires, any campfires that do not meet the safety requirements published on the Crystal Lakes Fire Permit, or any burning slash on any Crystal Lakes property where the owner or perpetrator has not fully met the Larimer County Slash Permitting requirements and/or does not have proof of that permitting on site. The Crystal Lakes Road and Recreation Association further authorized the CLVFD Fire Chief or Incident Commander to issue a fine to the perpetrator and/or owner of the lot where the fire violation has occurred.  
  
The Manager and/or Fire Chief shall have the latitude to determine if a fine is in order on the first call out on a campfire violation.  
  
For fines, see the Crystal Lakes Fire Permit and/or Crystal Lakes Associations Dues, Fees & Fines Schedule. (Approved 7-19-04 CLVFD, reference R&R Minutes September 17, 2005).
- 3.17 **FISCAL YEAR** - The fiscal year for the Association shall be from June 1, to May 31, of the following year.
- 3.18 **FISHING** - See Exhibit III.
- 3.19 **GREENBELTS** – NO MOTORIZED VEHICLES will be allowed on Greenbelts. Pedestrian traffic only.
- 3.20 **GUESTS** - Members are responsible for all actions of their guests, and for the admittance and exiting of such guests. Unaccompanied guests must have a current letter of permission from the property owner. Members may have guests camping on their lot for a period of seven (7) days without special permission of the Manager, provided approved sanitary facilities are available.

If ten (10) or more guests are expected, and Association facilities will be used, the office

should be notified in advance.

Renters and persons who have been leased a property are considered to be guests. See 3.20 **ANNUAL LEASES** above for further information.

3.21 **GUEST FISHING BADGES** – See Exhibit III.

3.22 **HUNTING** - There will be no hunting, trapping or shooting on any property in Crystal Lakes. During hunting season, guests will be allowed to go through Crystal Lakes property provided the guests are accompanied by the property owner or have a letter from the property owner. Nothing in this paragraph is meant to limit the right of a property owner to enlist the help of the Division of Wildlife for protection against a problem animal or to limit means the Wildlife officer determines is necessary to correct the situation. However, the property owner should alert the office that the D.O.W. is present and dealing with the problem. This paragraph also does not limit the manager from doing what he deems necessary to protect Association property or the members.

3.23 **LIABILITIES** - Members shall be responsible for the payment of *all* charges and liabilities that may be imposed or incurred by members of their families to whom privileges have been extended; and, for all charges and liabilities imposed upon or incurred by guests introduced by them.

3.24 **MEMBERSHIP BADGES** - Membership badges or FY stickers shall be issued annually by the Association to all property owners (after dues are paid in full). Membership badges must be worn at all times while fishing.

3.25 **NEWSLETTER** - Newsletter Subscriptions: One newsletter is provided to each primary lot. Additional subscriptions are available for a charge of \$20/year for ten issues. The revenue shall go to the General Fund.

3.26 **POTABLE WATER SUPPLY** –The Water & Sewer Association Board establishes the Potable Water Policy. That Policy will appear in the Property Owners' Handbook.

3.27 **PREPARATION FOR REGULAR BOARD MEETINGS** – The staff shall prepare the following for a regular Board meeting:

1. An agenda prepared by the Manager, mailed to each Board member at least five (5) days in advance of the meeting.
2. A financial report of the last month's accounts mailed to each Board member at least five (5) days in advance of the meeting, when possible.
3. A Manager's report to detail the staff activities for the month and to bring items of importance to the Board's attention.
4. Communication with committee Chairs to determine if they will present a report and if they need secretarial assistance.
5. Recommendations on items that affect the Association in the near of distant future.
6. Minutes from the last Board meeting mailed to each Board member at least five (5) days in advance of the meeting.
7. Documentation for items on the agenda.

3.28 **PREPARATION FOR AN ANNUAL MEETING** – The staff shall prepare the following for the Annual Meeting:

1. A notice of the time, place, date and agenda at least thirty (30) days in advance of the meeting date.
2. Voting ballots for Fishing Board elections and for any other issue appropriate to the Annual Meeting.
3. A record of paid memberships.
4. Seating, audio equipment and other amenities necessary to conduct the meeting.
5. The Annual Report to include the Agenda, the minutes of the previous year's Annual Meeting, the Budget, the President's Report, the Treasurer's Report, the Manager's report, and Committee reports as approved by the Board.
6. Other documents as requested by the Board.
7. Arrangements for any adjunct presentations such as the Fire Protection District, Forest Service, Community Fund Association, etc.
8. Arrangements for possible provision of lunch or picnic as approved by the Board.

3.29 **REAL ESTATE SIGNS** – No directional real estate or “For Sale” signs shall be placed on property owned by the Crystal Lakes Road and Recreation Association, including, but not limited to road right-of-way easements as shown on the recorded plats.

Nothing herein shall be construed to prohibit a property owner, or the owner's agent, from placing a “For Sale” sign within the platted right-of-way on that individual's property for the purpose of advertising the property is for sale, provided no signs are placed on the traveled area of any road.

3.30 **ROAD IMPROVEMENT PROGRAM** - Where possible, road improvements and routine maintenance will be accomplished by Association employees using Association owned equipment. If directed by the Board, work also may be contracted according to the Contractual Services procedures outlined in the previous section of this manual. Emergency road damage will be temporarily repaired by the staff. Specifications for all roadwork will be written on a standard work order. Such work orders will remain on permanent file for two years. Heavily traveled roads shall be identified on a map in the Association office and will receive priority maintenance.

3.31 **SNOW REMOVAL** - Crystal Lakes is a mountain subdivision in which at certain times the roads may only be traveled with a 4-wheel drive vehicle. CLRRA doesn't snowplow all roads all of the time. CLRRA tries to keep the primary roads open all the time. Secondary roads are plowed next and tertiary roads are opened on request with at least 72 hours notice. A map of roads that are generally plowed is posted in the CLRRA office.

All plowing is done to the extent that resources and weather allow. If the roads are passable with a 4-wheel drive or chained 2-wheel drive vehicle, then little plowing is done. CLRRA does plow driveways, when conditions allow, for a fee. A fee schedule is available in the Association office. Driveways that pose a threat to equipment will not be plowed.

Upon request and when time allows a turnout on the main road will be plowed near *a* property for parking. The road must never be blocked with a parked vehicle as at least one lane must be left open for emergency vehicles, for the snowplow and for other property

owners.

3.32 **SPEED LIMIT** - The speed limit on Crystal Lakes' roads for **all** vehicles is 20 mph. The speed limit through the Basecamp/Wapiti Center parking lot, the mail shed and campground area is 10 mph.

3.33 **SWIMMING ADVISORY** – It is unsafe to swim in the lakes (reservoirs) at Crystal Lakes for the following reasons:

- A. Hypothermia: the water is never warmer than 55 degrees;
- B. Undertow: the rush of released water through the gates at the bottom of the dams creates a very dangerous suction; and
- C. Fishhooks and tangled fishing lines.

3.34 **TAXES** - Larimer County taxes are assessed on every lot. Taxes are exclusive of all membership dues and fees.

3.35 **TIMBER MANAGEMENT** - The staff shall provide information about tree thinning and tree planting to the membership including on-site tours of a lot if necessary.

3.36 **TRAILER STORAGE AREA POLICY** – As of July 19, 2003, the following policy will be in effect concerning the storage of **any** vehicles (this includes but is not limited to trailers, RVs, motor homes, truck campers, or motor vehicles) left at the location known as the “Crystal Lakes Trailer Storage” area.

1. ALL vehicles parked at the storage area must have a permit placed in a visible location. The permit must be obtained from the office, and an application form completed at that time. A parking space number will be issued and the vehicle must be parked at that designated location.
2. The owner of a vehicle parked at the storage area who sells his/her Crystal Lakes property has 30 days to remove the vehicle from the storage area. Failure to remove the vehicle within the 30-day period will result in the vehicle being considered abandoned and it will be removed according to policy.
3. It is the obligation of the vehicle owner to renew the permit annually. Failure to do so will result in activation of the “abandoned vehicle” policy. It is the owner’s responsibility to maintain the vehicle in a reasonable condition (e.g. repair any damage such as broken windows, flat tires, etc.).
4. Failure to maintain the vehicle may result in it being considered abandoned and the “abandoned vehicle” policy will be activated. Crystal Lakes Road & Recreation Association is not responsible for any loss or damage (owners park in the Crystal Lakes Trailer Storage area at their own risk).
5. A fee, as listed in the current Crystal Lakes Associations’ Dues & Fees Schedule, will be collected at the time of application. This fee will be good for the fiscal year and must be renewed at the beginning of the next fiscal year.

3.37 **TRAILS** - A network of hiking and ski trails exists in Crystal Lakes for the exclusive use of the members and their guests. ATV’s and horses are not allowed on trails. A map of the trails is available in the Association office.

3.38 **TRASH DISPOSAL POLICY** –

**Scope:** The trash disposal service offered by the Crystal Lakes Road and Recreation Association is funded by a portion of the Annual Assessments charged to every membership. The service is limited in scope to the disposal of routine trash and garbage generated in the course of daily private residence activities.

**Exception to Scope:** The trash disposal service is **not** provided as a disposal site for business or commercial operations; construction materials; hazardous materials such as used motor oil, chemicals, paint, batteries, etc.; or household appliances or furniture. However, the Association will schedule one day per **summer** month when the items, which do not fall within the scope of normal trash disposal may be disposed of for an additional fee. Fees will be based upon disposal costs, including labor, transportation, final disposal fees at the Larimer County Landfill or elsewhere, and hazardous materials fees. Contact the Association office, (970) 881-2250, to obtain a list of fees for disposal of non-household trash or hazardous materials and to confirm the date of the next scheduled disposal day.

**Construction Materials:** The Association **does not accept** any construction materials generated by non-contractors or contractors at either the trash compactor or the slash pile. Property owners are requested to so inform their contractors. The Association does require a roll-off dumpster, or other suitable container, for disposal of construction waste at approved locations outside of Crystal Lakes. The dumpster is rented at the owner's expense and must be in place prior to construction. **A fine of up to \$5,000 will be levied for illegal dumping of construction waste at the compactor, at the slash pile, or on any other Association property.**

Property owners are also urged to have large items such as the packing boxes of new appliances and furniture hauled from Crystal Lakes for disposal, or they may be taken to the approved recycling centers listed below.

**Recycling:** Household trash can be reduced by 30-40% by recycling. Newspapers, aluminum and steel cans, glass jars and bottles, and #1 and #2 plastics, may be dropped off, free of charge, at the Larimer County Recycling Drop-off, inside Gate 8 at Glacier View Meadows.

Aluminum cans collected in a bin near the trash compactor, or one near the Association office door, are collected as a benefit for the Crystal Lakes Volunteer Fire Department.

Magazines, catalogs, phone books, junk mail, office paper, brown paper bags, paperboard, and corrugated cardboard may be taken to the City of Fort Collins Recycling Drop-off Site at 1702 Riverside Avenue, or the Larimer County Recycling Center at 5887 S. Taft Hill. These recycling drop-offs are free of charge

**Forest Slash Disposal:** The Association urges property owners to accelerate individual efforts to dispose of forest slash from private lots at the Tiny Bob slash pile as long as it is available; it will become unavailable when construction begins on Upper Lone Pine Lake. With increased concerns over wildfire prevention and mitigation, smaller disposal sites will be identified elsewhere in Crystal Lakes when the Tiny Bob site is no longer available, thus enabling continued disposal of forest slash.

**Enforcement:** Only forest products such as limbs, needles, logs, and beetle kill, may be disposed at the Tiny Bob slash pile. A fine of up to \$5,000 may be levied against those who dispose of prohibited materials at the slash pile. The Association has authority to impose fines and Colorado

law makes these fines an automatic lien against the property of those against whom the fine is levied. Additionally, violators will be prosecuted for breaking county, state, and federal (EPA) law. Awards are available to anyone providing information leading to the conviction of violators.

**Improper disposal of unwanted items, an increased volume of trash, and escalating costs for disposal of trash are of concern to the Association. Individual efforts to recycle more, and voluntary compliance with these trash disposal policies, will assure continuance of this vital service.**

Approved as Policy this 19th day of June 2004, by the Board of Directors of the Crystal Lakes Road and Recreation Association.

3.39 **VEHICLE STICKERS** - Vehicle identification stickers are issued each year by the Association. Such stickers should be displayed in the lower right hand corner of the windshield. Replacements for damaged stickers are available from the Association Office.

3.40 **WALL DECORATIONS AND ARTWORK** – In order to properly track ownership of wall decorations and all works of art on display in public areas of Crystal Lakels, such items shall either be 1) purchased by the Association, 2) donated as gifts, or 3) be on consignment with a formal written agreement between the consignee and the Association for a period of one year or less. The dated and signed records of all such items shall be kept on file in the office. (R&R Minutes June 18, 2005).

3.41 **WOODCUTTING** - All property owners are encouraged to clear downed timber and thin timber stands on their lot. The general public shall be permitted to cut wood on Association property, provided there is an approved Board program.

3.42 **WORK ORDERS** –All maintenance or repair work shall be done according to a standard Association Work Order form as contained in the Appendix, Exhibit V.

## EXHIBIT I

### CAMPING REGULATIONS

1. WASTES- from the holding tanks of recreational vehicles shall be disposed of only at the designated sanitary stations. These are located in Crystal Park at the west end of the lake; in Lakeview park on the north side of Crystal Lake; at the outside bathroom at the intersection of Tiny Bob Rd. and Seminole in the 7<sup>th</sup> Filing; and on the north side of Blackfoot Road, below the Maintenance Area.

2. CAMPFIRES - Open recreation and cooking fires:

A. Permits are available, at no cost, from the Association office during normal office hours and may be issued for up to five (5) days in advance.

B. Open fires must be in well-controlled areas; rock lined pits are required. A rock ring at least six (6 inches) above the fuel level is a minimum.

C. A shovel and at least three (3) gallons of water must be nearby.

D. Burn only clean, dry wood.

E. A responsible adult must be present at all times and the fire must be completely extinguished as soon as use is completed.

F. No permits will be issued when fire danger is listed as "EXTREME". Holders of permits are encouraged to be aware of wind conditions and to curtail the use of open fires under high wind conditions.

2. SLASH AND COMBUSTIBLE BUILDING MATERIAL FIRES:

A. The Association provides a location for collection and slash burning under the control and supervision of Association employees. The use of this location is encouraged and preferred. **Combustible building materials may not be dumped at the slash pile. (See Trash Disposal Policy 3.38)**

B. Under special circumstances it is possible to burn slash at other than Association provided locations. Prior to burning at these locations contact the Association office for assistance in obtaining the necessary Larimer County and State of CO permits.

There may be conditions under which NO OPEN FIRES of any type will be permitted. Efforts will be made to post signs and notify property owners as far in advance as is possible when these conditions exist.

## EXHIBIT II

### **POLICY AND PROCEDURE FOR COVENANT VIOLATIONS, FINES AND APPEALS**

1. Violations must be brought to the attention of the Crystal Lakes A.C.C. by written complaint using the approved form from the CLRRRA office. Complaints may be made by an individual property owner, an A.C.C. member, a Director of the Road & Recreation Board or any representative of the Association.
2. The A.C.C. will investigate all alleged violations. If the A.C.C. deems a violation to have occurred, it will notify the offending property owner by certified mail, return receipt requested, of the violation and a time and date at which the property owner may appear and present his/her defense or explanation. After such hearing, if the A.C.C. determines that a violation has occurred, a reasonable fine may be imposed according to the schedule of fines attached hereto. Additionally, the property owner shall be responsible for any attorney's fees and other costs associated with enforcement of the Covenants, Bylaws, or Rules and Regulations which were determined to have been violated.
3. If the violation is a continuing one, the A.C.C., in addition to levying a fine, may require the property owner to cease and desist the act, which constitutes the violation. If the violation continues, the Association may take such legal action to enjoin or prevent the continuing violation as it deems appropriate.
4. Fines:
  - a. The fine to be imposed against a property owner building a structure in violation of the Covenants is \$1,000.00 plus reasonable legal fees and costs.
  - b. The fine for violating any other Covenant, Bylaw or Rule or Regulation of the Association is \$100.00 for the first offense; \$200.00 for the second offense; and \$500.00 for the third and subsequent offenses, in addition to reasonable legal fees and costs incurred.
5. Appeal Procedure: The property owner may protest the fine levied within thirty (30) days of such levy by notifying the Association in writing of the owner's intention to appeal. The Association Board of Directors shall set a date and time within thirty (30) days of notification of the appeal within which it shall be heard. The Board shall make a determination on the appeal within thirty (30) days after the appeal hearing. During the pendency of an appeal, the Association shall not attempt to collect the fine. The Board may reduce, waive or enforce the fine. The decision of the Board of Directors of the Association is final. All fines levied against a property owner shall become a lien on such owner's property.

Crystal Lakes Road and Recreation Association  
Fishing Regulations  
Revised 7-15-06

GENERAL: ALL anglers fisherman are required to VISIBLY WEAR Crystal Lakes Road & Recreation Identification, i.e. fishing membership badges or guest fishing passes obtained at the Association's office. Only (4) guest anglers per day are allowed per property. A Colorado Fishing License IS NOT required to fish in any lake or pond on Crystal Lakes property. A Colorado Fishing License IS required to fish the streams. Children under the age of 15 are not required to have a Colorado Fishing License.

REGISTRATION: All eligible members must have their guests & guests' children register at the Association's office and purchase a guest pass before fishing; these guest passes must be VISIBLY worn at all times while fishing.

FISHING REGULATIONS ARE AS FOLLOWS

1. ELIGIBILITY FOR FISHING MEMBERSHIP

- A. FISHING MEMBERS: Fishing privileges in Crystal Lakes are gained through membership in the CLR&R Association. Every CLR&R membership with paid annual Association dues and assessments will be provided yearly Crystal Lakes Fishing badges upon application. (Refer to CLR&R Association bylaws for definition of CLR&R Association membership). Fiscal year badge stickers are valid for the FY issued and members may fish through June 30<sup>th</sup> of the next fiscal year. Members MAY NOT fish after June 30<sup>th</sup> until the next fiscal year's assessments and all prior delinquent fees and assessments are paid. A maximum of two (2) primary fishing badges will be issued per membership to property owners, primary badges are issued to persons with their names on the property's title only. Permanently and legally disabled dependents and dependent children under 21 years of age will be issued fishing badges at the CLR&R office.
- B. GUESTS: All other persons, except annual lessees (refer to Paragraph 2D), who wish to fish in Crystal Lakes must be the guest of a fishing member and must purchase a guest pass.

2. GUEST FISHING POLICIES

- A. ANNUAL GUEST POLICY: Each category 1A membership unit may purchase annual guest passes, each of which must be assigned to a specific individual for the entire fiscal year at a cost of \$150.
- B. DAILY GUEST PASSES: Each category 1A membership unit may purchase daily guest passes for the costs outlined below. All persons using daily guest passes must be accompanied by a member, except as described in paragraph 2D. The daily guest pass is a 24-hour, midnight-to-midnight, pass.
  - 1) Adult guests 15 years of age and older \$ 20.00 per day
  - Five (5)-consecutive-days pass: \$ 80.00
  - 2) Dependent guests 9-14 years of age: \$ 10.00 per day
  - Five-consecutive-days pass: \$ 40.00
  - 3) Dependent guests under 9 years of age No Charge
    - a) Guest anglers under 9 years of age must be accompanied by a Crystal Lakes member or a paying guest angler 15 years of age or older to receive a free pass.
- C. REDUCED RATE CARD: Each category 1A membership unit may purchase bulk rate punch cards, this is a \$200.00 value for the price of \$150.00. This punch may be exchanged for 20 youth or 10 adult day passes or a combination of the two.
- D. UNACCOMPANIED GUEST:
  - 1) Persons who wish to purchase daily guest passes and who will be fishing unaccompanied by a member must have a LETTER OF AUTHORIZATION signed by a member.
  - 2) Annual Leases: Property owners with additional improved property that is leased for one year, and who provide proof of a one-year lease to the Crystal Lakes office, shall be entitled to two (2) adult fishing badges to be assigned to the lessees of the property. Dependent children would not be included, but could purchase badges under the current Crystal Lakes guest fee structure.
- E. GUEST WITH MEMBER BADGES: A *Guest with Member* Badge is available for a cost of \$50.00/badge, good for one year from the date of purchase. This badge may be used by any designated guest who **must be accompanied by a C.L. fishing member in good standing**. All fish kept must be applied to the accompanying member's limit. Even if more than one *Guest with Member* badge is used, the member's limit still applies. A maximum of four (4) *Guest with Member* badges may be purchased per property.
- F. VIOLATIONS: All violations by a member and all violations of the Crystal Lakes fishing regulations by a guest angler will be considered as violations by the member, or lessee, example if your guest commits a violation you as the property owner receive the violation citation. All violations of fishing regulations by minors will be considered violations by parents or the responsible adult.

3. BAG LIMITS AND SPECIAL REGULATIONS — CATCH & RELEASE SPORTSMAN AREAS

**A. UNTIL FURTHER NOTICE ALL STREAMS within the Crystal Lakes' boundaries will be catch-and-release, single hook, artificial lures and flies only.**

**A.1. THE NORTH FORK of the POUUDRE, east of the TAMI ROAD BRIDGE to NATIONAL FOREST BOUNDARY.**

- 1) Only flies and lures may be used in this area, barbless hooks recommended.
- 2) All fish caught must be released immediately.
- 3) Any fish found in possession on SPORTSMAN AREA waters will be considered to have been caught in that area, \$150.00 fine for this violation plus \$20.00 for each fish in possession.

**B. CUTTHROAT POND at BEAVER PARK on TINY BOB ROAD:**

- 1) Catch and Release only; all fish caught are to be released alive immediately.
- 2) Flies only. NO LURES OR BAIT.
- 3) Same as 3.-A.-3) above.

**C. BOATING REGULATIONS:**

- 1) All boats must be registered with the CLR&R office and display a Crystal Lakes sticker.
- 2) Boats and float tubes are allowed on Crystal Lake only.
- 3) Boats must have one life jacket on board for each occupant.
- 4) No gasoline motors may be used. GAS motors must be removed from the boat and the boat cleaned of any fuel products before launching. Only electric trolling motors may be used.
- 5) Boats may be launched by hand from any point on the lake. The only places a vehicle may launch a boat are at the West End of the lake by the boathouse, and at Lakeview Park on the Northeast end.
- 6) When not in use, all boats must be stored in the boat storage facilities provided at either end of the lake or on individual owners' properties. Use of the boat storage facilities will require the payment of a boat storage fee to the CLW&S Association.

**D. ICE FISHING SHELTERS:**

- 1) Must be put in place by hand. Vehicles of all types are not allowed on the ice.
- 2) All ice fishing shelters must be removed from lakes when not in use.

**E. DAILY BAG LIMIT:**

- 1) A child under 9 years of age may catch one (1) fish, however if the child wishes to continue fishing they may apply his/her fish to his/her adult fishing partner's daily bag limit, not to exceed four (4) fish between the child and adult.
- 2) A youth 9 through 14 years of age may catch two (2) fish per day.
- 3) An adult 15 years of age or older may catch four (4) fish per day.

**F. POSSESSION LIMIT:**

- 1) Eight (8) fish in storage per angler.
- 2) Fish caught and placed on a stringer, in a container or live well, or not returned to the water immediately, are counted in the daily bag limit. Do not continue to fish after you have caught your limit.

**4. GEAR:**

**A. BAIT, ROD, AND HOOKS:**

- 1) No live minnows may be used as bait.
- 2) No live bait may be used, with the exception of worms, grasshoppers, or leaches.
- 3) No fish may be taken except in the ordinary manner with ONE rod and a maximum of two (2) hooks.

**5. VIOLATIONS AND SECURITY:**

**A. VIOLATIONS:** Violations of any of the Crystal Lakes fishing regulations will be submitted to the Crystal Lakes Fishing Board for action.

**B. FISHING SECURITY:**

- 1) The Crystal Lakes Fishing Board will monitor the fishing program and enforce the fishing regulations.
- 2) Abuse of or failure to cooperate with a fishing security person is a regulation violation.
- 3) Fishing security persons will have the authority to confiscate fishing permits and guest passes from violators, make creel checks and confiscate fish as evidence.
- 4) Fishing Board members will issue Fishing Citations if necessary.

**C. COMMERCIAL GUIDE FISHING CLASSES:**

- 1) **There is ZERO TOLERANCE of commercial guide fishing classes on any of the Crystal Lakes waters. Such instruction is expressly prohibited by CLRRRA Board action 11-19-05.**

(Approved by the CLRRRA Board 7-15-06)

## EXHIBIT IV

### EMERGENCY PROCEDURES

The procedure for contacting the proper authorities in the event of an emergency is as follows:

Telephone 911.

1. Report the exact location of the emergency.
2. Report the nature of the emergency.
3. Report the number of persons involved.
4. Leave your name and phone number.

For instructions concerning poison emergencies call:

Poudre Valley Poison Center 1-800-332-3073

If problems arise, contact the Association office 970-881-2250, for help. A pay phone is located in the lower level entry way to the Association office. ***No money is required to dial 911.***

# CRYSTAL LAKES WORK ORDER

FILING & LOT \_\_\_\_\_ ACCOUNT BALANCE \_\_\_\_\_  
 ORDERED BY \_\_\_\_\_ INVOICE \_\_\_\_\_  
 OWNER'S NAME \_\_\_\_\_ DATE ORDERED \_\_\_\_\_  
 WORK LOCATION \_\_\_\_\_ PHONE \_\_\_\_\_

QUANTITY	ASSN.	SERVICE/ITEM	COST	TOTAL
	WS-WH	WATER HAUL 2,000 GAL. MAX.	\$ 115.00	
	WS-TP	SEWER HAUL TANK 2,000 GAL. MAX.	\$ 140.00	
	WS-TPQC	SEWER TANK WITH NO QUICK CONNECT	\$ 25.00	
	WS-SP	SEWER HAUL SEPTIC 2,000 GAL. MAX.	\$ 200.00	
	WS-PPH	SEWER HAUL PORT-A-POTTY	\$ 50.00	
	WS-QH	SEWER HAUL RV/CAMPER—30 GAL. MAX.	\$ 30.00	
	WS-PT	PROFILE HOLE (OR CONTRACTORS' PRICE)	\$ 100.00	
	WS-WT	WATER TEST	\$ 25.00	
	WS-WM	FLOW METER	\$ 75.00	
	WS-SC	3" SEWER COUPLER	\$ 32.00	
	WS-WC	4" WATER COUPLER	\$ 45.00	
	RR-CV12	12" CULVERT	\$ 6.00/FT	
	RR-CV15	15" CULVERT	\$ 9.50/FT.	
	RR-PO	POST OFFICE BOX	\$ 125.00	
	RR-TP	SNOW PLOW (TRUCK) 1 HR. MIN.	\$ 50.00/HR.	
	RR-LP	SNOW PLOW (LOADER) 1 HR. MIN.	\$ 75.00/HR.	
	RR-NA	NEWSLETTER AD		
		SPECIAL TRASH	\$20.00/cyd	

SIGNATURE OF REQUESTING CONTRACTOR/OWNER \_\_\_\_\_

INSTRUCTIONS/WORKER COMMENTS \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_ WORKER \_\_\_\_\_

(Revised 6-1-05)

## EXHIBIT VI

### **COMMITTEE CHARTERS**

**The Architectural Control Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

Architectural Control Committee Charter

Approved: November 18, 2006

Purpose:

The Architectural Control Committee (ACC) on behalf of the Crystal Lakes Road & Recreation Association (Board) will assure the compliance by all property owners of all the Protective Covenants of Crystal Lakes, in all Filings or areas of the subdivision. The ACC has the duty to protect the integrity, and aesthetic value of Crystal Lakes by architectural control. The committee will assure all construction is harmonious with the physical character of the area in which it is situated.

Membership:

The Committee shall consist of 4 members; in the event of death or resignation of any of the members of the committee the Board will appoint a successor.

ACC committee members shall have the authority to appoint subcommittee members to assist in the duties of the ACC.

One Board member of the Crystal Lakes Road & Recreation Board will act as a liaison between the committee and the Board and shall assist the committee as requested by either the Committee or Board.

Goals:

To protect and enhance the aesthetic value of Crystal Lakes.

To ensure compliance with all covenants of Crystal Lakes.

Duties of ACC members:

1. To ensure compliance with the Protective Covenants by all property owners.
2. To ensure compliance with the written architectural guidelines and standards for construction that have been approved by the Road & Recreation Board of Directors, of any improvements within the Crystal Lakes subdivision.
3. Accept and review all applications for improvements, and approve or deny within 30 days of receipt of the application, based upon the Covenants and the written architectural guidelines that are approved by the Crystal Lakes Road & Recreation Board.
4. Accept complaints on Covenant violations from Crystal Lakes' members, employees and representatives.
5. Investigate all complaints received and determine if a Covenant violation has occurred and take necessary steps to correct the violation.
6. Review all violations on a monthly basis until corrected.
7. Work with Larimer County on code violations and other concerns as necessary.

Duties of ACC Chairperson:

1. Prepare and Chair monthly meetings.
2. Work in close relationship with the manager on violations, site inspections and other matters involving the Committee.
3. Review all applications for completeness, signatures, site inspection, set backs, floor plans, elevations, permits, etc.
4. Assure all applications are approved or disapproved within 30 days of receipt of the application and inform the property owners of the decision.
5. Be responsible for all written correspondence, as directed by the Committee.
6. Prepare the written report for the CLRRA monthly Board meeting and be at the meeting to answer Board members' questions and receive assignments from the Board.
7. Be available to office personnel, property owners, Committee members and Board members.

Originally submitted November 20, 1999

**The Finance Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

**Finance Committee Charter  
Road & Recreation Association**

**Purpose:**

The purpose of the Finance Committee is to provide a recommended budget for the Road and Recreation Association Board that meets the immediate and long-range needs of the Association, within the financial constraints as established by the Board. The Board shall, by the September Board meeting, provide budgeting directions to the Finance Committee. The committee shall consider income and expense history, cost of uncontrollable expense growth, and Association requirements to meet immediate and long-range needs. To achieve this, the committee is expected to make recommendations for expense management, for funding major repair and replacement, and for funding current and anticipated growth.

**Membership of the committee:**

The Road and Recreation treasurer shall be a member of the committee. There shall be five (5) members that are property owners, in good standing with the Association, recommended by the committee chair, and approved by the Road and Recreation Board. At no time shall the number of Road and Recreation Board members exceed two (2). All committee members serve at the pleasure of the Board.

These meetings shall be open to any property owner who would like to attend as an observer. Written input is welcome, prior to the meeting.

**Duties of the committee:**

To request a proposed budget from the Association committees, and from the Association manager.

To set a date for these proposed budgets to be submitted to this committee.

The committee shall then review these proposed budgets and work with the committee chairpersons and Association manager on recommended adjustments. Finance Committee may ask the chairperson of each committee to meet with them to discuss the committee's budget.

The Finance Committee, Association treasurer, and manager will work together to develop the proposed budget. This proposed budget will be presented to the Road and Recreation Board for approval for the next fiscal year.

The committee shall review other financial matters and conduct financial planning as requested by the Road and Recreation Association Board.

**Goal:**

To have the final fiscal year budget completed and accepted by the February Road and Recreation Association Board meeting.

Approved November 18, 2006

This Charter shall remain in effect until terminated or revised by the C.L.R. & R. A. Board of Directors.

**The Fishing Board serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

## **CRYSTAL LAKES' FISHING BOARD MANAGEMENT PLAN AND CHARTER**

**APPROVED:** November 18, 2006

**MISSION:** to protect, manage, and enhance the Crystal Lakes Association's recreational fishery resources and associated riparian areas.

### **INTRODUCTION:**

Crystal Lakes Fishing Board is comprised of at least four, or a maximum of eight members who are voted into office at the Road and Recreation Association Annual Meeting. Terms of office are for three years and are staggered to provide continuity and knowledge of present fish management practices and policies. Appointments to fill mid-term vacancies on the Board are made by the Fishing Board.

The Fishing Board recommends fishing policy to the Road and Recreation Board, which has final approval; manages the annual funds for fish stocking; and oversees water quality, habitat maintenance and improvements.

**PURPOSE:** The Fishing Board manages Crystal Lakes' fishing resources as follows:

1. Provides annual evaluations of fishing resources and liabilities;
2. Manages the Dedicated Fishing Fund, which is funded by a per lot contribution from the Road and Recreation Association budget, as well as by monies generated by the sale of fishing passes;
3. Engages professional services of fisheries and water management consultants as needed for efficient management of our fishing resources;
4. Conducts field surveys to obtain current environmental impact information on water quality, fish population, and riparian areas for the purpose of documenting adverse conditions or damage; and on restoring and repairing habitat;
5. Conducts fish population surveys to maintain reasonable balances of fish population between all lakes, ponds, and streams;
6. Conducts creel census surveys for evaluation of fish stocking schedules, fish health and regulation purposes;
7. Conducts habitat evaluation for required improvement and protection plans;
8. Coordinates and communicates Fishing Board management plans and associated responsibilities; and
9. Establishes fishing regulations and policies and provides for their enforcement. The members of the Fishing Board shall have the authority to confiscate fishing permits and guest passes from violators, make creel checks, confiscate fish as evidence, and issue a Fishing Violation Citation, if necessary.

**The Fishing Board will review this Charter each September and submit any revisions to the Road and Recreation Board in October, followed by approval in November.**

**The Greenbelt Management Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

Greenbelt Management Committee  
Charter

The five to seven members of the Committee serve by appointment of the Board of Directors of the Road and Recreation Association.

The purpose of the Committee is to maintain and enhance the beauty of approximately 1000 acres of greenbelts, forests, wetlands, and trails by:

- Managing the greenbelts in the best interests of the community.
- Coordinating infectious disease inspections and infected tree eradication.
- Contracting professional inspections, inventories and forest management procedures.
- Improving the quality of Tract H, Filing 11.

The five-year goal is an extensive cleanup and thinning of trees on greenbelts in five filings. This will demonstrate to all property owners how to lessen the danger of forest fire and encourage the growth of healthy trees.

This Charter will be reviewed every September and any revisions will be submitted to the Road and Recreation Board in October.

Approved November 18, 2006

**The Hearing Panel serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

## **HEARING PANEL CHARTER**

Approved November 18, 2006

**Purpose:** The panel was established as a standing committee by the Crystal Lakes Road and Recreation Board of Directors to provide opportunity for the members to appeal complaints brought forth by any CLRRA committee.

The panel has authority granted by the Board of Directors to carry forward with the administrative actions of the committee filing a complaint and to impose fines. The Hearing Panel serves as the entity for final appeal.

**Membership:** The Hearing Panel consists of three volunteers selected and appointed by the Board of Directors. Initially one Panel member shall serve a one-year term, one Panel member shall serve a two-year term, and one Panel member shall serve a three-year term. When each initial term is completed, each Panel member's term shall be three years in duration and shall be renewed or a new member appointed at the CLRRA Board's discretion.

**Procedure:** The Hearing Panel will meet each month as needed on the Sunday following the regularly scheduled meeting of the Road and Recreation Board of Directors at 1:00 PM at the Wapiti Center.

- All hearings will be open to the public and will be recorded and transcribed.
- Any property owner who has been cited with a violation has the opportunity to respond to the complaint and present a defense at a hearing.
- Appeals must be submitted by the member cited in writing to the office along with any pertinent documentation.
- Submission of response must be done two weeks prior to any deadline set by the committee filing the complaint and a minimum of one week prior to a scheduled meeting of the Hearing Panel.
- The filing of a response will delay a committee set deadline until the panel convenes to hear the matter.
- Upon receipt of a response, the CLRRA office will notify the committee involved to request appropriate documentation.
- The citing committee member will attend the hearing.
- Failure to correct a complaint or to file a response or failure to appear for a scheduled hearing before the panel without prior notification will result in administrative action being taken according to the association rules and regulations.

**The Newsletter Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

## NEWSLETTER COMMITTEE CHARTER

**APPROVED:** November 18, 2006

### **PURPOSE:**

The newsletter is a publication of the Crystal Lakes Road and Recreation Association. The purpose of the newsletter committee is to publish information to the property owners as requested by the CLRRA and CLWSA Boards and their committees, the General Manager and the office, and to report events of interest. The newsletter committee will facilitate the flow of information, promote high standards and ethical behavior, foster excellence and encourage diversity. The newsletter has written policies to support this Charter.

### **NAME:**

The Name of the Crystal Lakes newsletter, selected as a result of a "Name the Newsletter" contest, shall be the "Wapiti Bugle".

### **COMMITTEE MEMBERSHIP:**

This committee shall consist of at least five (5) members. All committee members must be approved by the CLRRA Board. All members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

### **DUTIES:**

The duties of the newsletter committee shall be to gather information, prepare, edit, solicit ads, publish and mail the newsletter to Crystal Lakes' property owners.

### **SUBSCRIPTIONS AND ADVERTISEMENTS:**

One newsletter is provided to each primary lot. Additional subscriptions are available for a fee, the amount to be listed in the Associations' Schedule of Dues and Fees. Advertising space is sold to entities for a fee as established by the newsletter committee.

### **GOALS:**

1. To publish at least six (6) newsletters each year.
2. To recruit new committee members when needed.
3. To keep the property owners informed of current community items of interest.
4. To publish upcoming events in a timely manner.

The CLRRA Board will review the Charter each November.

## WAPITI BUGLE POLICIES

**APPROVED: October 18, 2003**

**Reviewed: November 18, 2006**

- 1 . The *Wapiti Bugle* is an independent, impartial publication and will not serve any special interest group.
- 2 . The *Wapiti Bugle*'s Committee and any individuals contributing articles to the newsletter will make every effort to be factual, accurate, thorough and informative.
- 3 . The *Wapiti Bugle*'s Committee and any individuals contributing articles to the newsletter will refrain from expressing personal opinions in news articles.
- 4 . The *Wapiti Bugle* will be a positive publication and will not be a vehicle for personal attacks, charges affecting anyone's reputation or moral character or any other negative form of journalism.
- 5 . Should matters of health and/or safety require reference to a property owner that may cast that property owner in a negative light, that property owner will not be identified in any way that would provide positive identification.
- 6 . The *Wapiti Bugle* will continue to follow the policy of not accepting letters to the editor.
- 7 . If the newsletter has a column concerning property owners' questions, concerns and comments, property owners may write to the newsletter or Board with their concerns. Answers will be obtained from an appropriate source and the concern and response could be published in this column. Correspondence requiring action must be signed.
- 8 . The *Wapiti Bugle*'s Committee understands that editing consists of changes in sentence structure, grammar, punctuation, etc., and will refrain from changing the content of a contributor's article.
- 9 . Should any content revision be deemed necessary to a contributor's article, the committee shall make every effort to contact the contributor for his/her authorization of the changes prior to publication.
- 10 . The *Wapiti Bugle*'s Committee will meet regularly to assign articles, discuss layout and edit each issue.
- 11 . All articles for publication must be submitted by the deadline published in the previous month's publication.
- 12 . Any property owner(s) desiring to offer a compliment or a criticism to the newsletter committee, the office personnel or the Board(s), shall be able to do so verbally or in writing and the compliment or criticism will be communicated to the appropriate persons in a timely manner.
- 13 . The *Wapiti Bugle* Committee provides a communication medium between the CL Boards, CL Staff, CL Committees and the CL Property Owners. If the Road and Recreation Board and the Water and Sewer Boards want information or decisions made at their meetings published, that information should be submitted to the Bugle Committee in writing.
- 14 . Whenever possible we edit a wordy article and make it more concise, removing unnecessary prepositional phrases. After editing we always send a copy back to the article's author for their approval.
- 15 . The *Wapiti Bugle* does not accept unsigned articles.
- 16 . The *Wapiti Bugle* Committee retains the right to determine which articles, except for the Boards' and Management's communications, will be included in the *Wapiti Bugle*. If an article **does** meet the criteria for acceptance, but there is not sufficient room to publish that article, every effort will be made to include that article in the next publication.
- 17 . All advertising must be paid for prior to the publication of that ad.
  
- 18 . Inclusion of advertising is limited to space only and to meet the *Wapiti Bugle*'s priorities. The *Wapiti Bugle* will continue to maintain a balance between communicating and entertaining

Crystal Lakes' property owners and providing space for appropriate advertisers. This may mean that if there is not sufficient space for a new advertiser, that advertiser will be placed on a waiting list.

- 19 . The *Wapiti Bugle* **does not** provide space for classified and personal ads.
20. Advertising is to be of service to the Crystal Lakes' community, is to be reasonably priced and is not intended to pay the total publication costs.
21. Except for the July/August issue, which we change to include the Annual Fishing Derbies, we adhere to our deadlines to maintain a cost-efficient relationship with our printer and to publish/mail newsletters before the Board Meetings.
- 22 . The *Wapiti Bugle* Committee will adhere to the attached "Code of Conduct."
- 23 . The *Wapiti Bugle* will continue to add necessary policies as voted and approved by the Bugle's Committee.
- 24 . Art work or any other contributions to the *Wapiti Bugle* will be acknowledged. (Approved by the CLRRA Board 2-17-07.)

## **Behavior Standards for Crystal Lakes' *Wapiti Bugle* Committee Members**

**Attitude:** *We are responsible for creating a positive experience at Crystal Lakes.*

I have the attitude that I am a co-owner of CL and reflect this in my actions.

I take care of our CL property and equipment.

I take responsibility for my attitude and actions.

I treat others with dignity and respect, rudeness is not acceptable.

I am compassionate, caring and cooperative.

I am supportive and flexible when change occurs.

I identify opportunities for improvement.

I take a proactive approach to problem-solving.

If a problem is identified, I first ask, "What can I do to help resolve the situation?"

I have a 'can do' versus "that's not my job" attitude.

I volunteer not to gain recognition for myself but for the good of our CL community.

I choose to dwell on the positive rather than the negative.

**Communication:** *We talk, listen and interact with others in a way that is consistent with our values.*

I communicate in a respectful and professional manner.

Non-verbal communication is as important as what I say.

I listen attentively to others to fully understand their needs before responding and ask questions when needed.

I communicate my issues first to the committee, where they are discussed, before submitting them to the Board.

I use proper manners.

Before I speak, I consider who might be listening and what is appropriate in that situation.

I have the courage to communicate issues directly and honestly with people.

I do not gossip.

I keep current on Crystal Lakes' information.

I respond to others in a timely manner.

**Commitment to the Crystal Lakes' Team:** *We rely on fellow volunteers, employees, Board members, and property owners, and they rely on us to accomplish our mission.*

I show respect to all members of the Crystal Lakes' team: volunteers, employees, Board members and property owners.

I help new or less experienced volunteers feel welcome.

I promote others by describing them in a positive way.

I respect the privacy and confidentiality of my fellow volunteers.

I arrive on time to work and to attend meetings.

I do the right thing, because it is the right thing to do, whether anyone is watching or not.

I respect the strengths each person brings to the team.

I am a team player.

I follow through when I make a commitment.

**The Policy and Documents Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRRA Board of Directors.**

### **Policy and Documents Charter**

**Revised 1-20-07**

#### **Purpose:**

The purpose of this committee is to review the Road and Recreation Policy Manual, the Property Owners' Handbook, the Bylaws, the Articles of Incorporation, and any other documents that the Road and Recreation Board requests be updated.

Requests to update the Crystal Lakes Association Employee Manual also may be made by the Joint Boards as needed.

These tasks will be accomplished by adding copy and/or deleting/revising that which no longer is pertinent. The committee will recommend these additions or deletions/revisions to the documents to the Board. When they are approved by the Board, it is the committee's responsibility to assure that the documents are updated accordingly.

From time to time, the Road and Recreation Association Board or the Joint Boards may also request the committee to draft certain new policies and procedures.

#### **Membership:**

This committee will consist of no less than three and no more than five members, one of whom shall be a member of Road and Recreation Board. The Board will appoint the chairperson of the committee. The chairperson selects the members of the committee and submits their names to the Board for approval. All committee members must belong to Crystal Lakes Road and Recreation Association and must be members in good standing.

#### **Goal:**

The goal of this committee is to research, review and recommend to the Board of Directors, as per their request, updates of existing Association documents and drafts of new documents.

When policies requiring drafting or revision overlap into the Water and Sewer Board's jurisdiction, the documents are submitted to the Joint Boards for discussion and approval.

**The Recreation and Hiking Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

**RECREATION & HIKING COMMITTEE CHARTER**

**APPROVED:** November 18, 2006

**PURPOSE**

To provide recreational opportunities, other than fishing, for property owners and their guests. Activities to include, but not be limited to the following:

1. Arranging for various social functions.
2. Providing recreational facilities/equipment.
3. Planning trail hikes, including the yearly Black Mountain Hike.
4. Maintaining and marking new and existing trails by subcommittee of hikers.

**COMPOSITION OF MEMBERSHIP:**

One Chairperson and up to 10 voting members, but no less than three.

Subcommittee of hikers for purpose of trail maintenance, non-voting.

A majority of voting members rules.

Voting members will be asked to make a one-year commitment, with that year to be one calendar year.

**SCHEDULE OF MEETINGS:**

Varied, and scheduled as needed. To obtain meeting time and date, members may contact the chairperson.

**FUNDING:**

Committee budget is presented to and approved by the Board.

**DUTIES:**

Report to Board meetings.

Publicize activities to Association membership by means of announcements in *Wapiti Bugle*, Manager's e-mail, and flyers at various locations around Crystal Lakes.

**The Road Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

CRYSTAL LAKES ROAD & RECREATION ASSOCIATION  
ROAD COMMITTEE  
CHARTER

**APPROVAL:** November 18, 2006

**PURPOSE:** The purpose of the Road Committee is to evaluate the status of the roads within Crystal Lakes and to develop a prioritized list of needed road maintenance and improvements to be recommended to the Crystal Lakes Road and Recreation Association Board of Directors.

**MEMBERSHIP:** The committee shall comprise no fewer than three and no more than seven current members of the Crystal Lakes Road and Recreation Association.

**MEETINGS:** Meetings shall be scheduled as needed by the chairperson of the committee or a majority of the committee members.

**FUNDING:** The committee will make recommendations for funding road maintenance, improvement priorities and completion schedules. It will provide member oversight, but not control of road maintenance.

**RESPONSIBILITIES:** The committee will be responsible for establishing road maintenance and improvement standards that will enhance property values and provide the safest roads possible in Crystal Lakes.

- Degree of Crown on roads to maintain drainage of water from roadway surface to ensure durability of the roads,
- Establish visibility standards for roadways by pruning or removal of trees on rights of way which hinder sight or safety,
- Inspection of bridge, causeways, and culverts,
- Determine the type of road material to be purchased on all road maintenance and improvement projects,
- The committee will be responsible for assessing when and if private contractors will be used for road improvement projects. Cost effectiveness (value to Property Owners) of either using our own personnel and equipment or private contractors will be of primary importance in the committee decision making,

Assist the Board of Directors in any way possible in maintaining and improving the roads, evaluating the owned equipment and purchase of new equipment that is used by Crystal Lakes personnel while working on the roads.

**The Security Committee serves at the pleasure of the Crystal Lakes Road and Recreation Association Board of Directors. All final decisions are the responsibility of the CLRRA Board of Directors.**

### **Crystal Lakes Security Committee Charter**

**Approved:** November 18, 2006

**Purpose:** Using Volunteers, Staff Members and others to discourage trespass by non-members of Crystal Lakes, and promote safety within the fifteen filings of Crystal Lakes by its members and guests, using non-confrontational means.

**Goals:** To staff as much as possible the security check point within the Crystal Lakes boundaries and maintain roving security check points throughout the subdivision to insure that all vehicles have member-stickers or guest passes.

To provide roving patrols throughout the subdivision to encourage members to comply with traffic safety and other regulations of the Association.

Security is a non-confrontational organization and should assist members whenever possible.

**Members:** The committee shall have at least three (3) members, but no more than five (5).