

CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION

PROPERTY OWNERS' HANDBOOK

JUNE 27, 1991

**Prepared by the
Board of Directors
and Staff of**

Crystal Lakes Road and Recreation Association

Revised 5-8-08

TABLE OF CONTENTS

INTRODUCTION

ADDRESSES

COMMUNITY INFORMATION, REGULATIONS, POLICIES, AND PROCEDURES

EXHIBIT I Camping Regulations

EXHIBIT II Policy and Procedure for Resolving Violations of Covenants
by Crystal Lakes Property Owners

EXHIBIT III Crystal Lakes Road and Recreation Association Fishing Regulations

EXHIBIT IV Reporting Emergencies

EXHIBIT V Policy, Procedures & Criteria for Initiating a Fire Ban

AVAILABILITY OF ADDITIONAL INFORMATION, INCLUDING A COMPLETE SCHEDULE OF
DUES AND FEES

INTRODUCTION

This Handbook has been drafted to help property owners become familiar with many of the different entities in Crystal Lakes. It is very important to realize that it is the property owner's responsibility to become familiar with the covenants filed for individual properties as well as the Articles of Incorporation and Bylaws of the Crystal Lakes Road and Recreation Association (CLRRA).

This Association is one of three entities that are responsible for governing Crystal Lakes; the Road & Recreation Association, the Water & Sewer Association, and the Fire Protection District.

All property owners are required to belong to the CLRRA.

The Association is managed by the Board of Directors, whose duties are defined in the Bylaws of the CLRRA. Meetings of the Directors are usually held on the third Saturday of each month at 1:00 p.m. in the Wapiti Center. Regular, as well as Special Meetings, and the time and place, are always posted in the CLRRA office.

The CLRRA office is located in the lower level of the Wapiti Center. The hours of operation are from 8:00 a.m. to 4:00 p.m. daily during the months of May – September. During the winter months the office is closed on Tuesdays and Wednesdays.

The Manager or his/her designee has the authority to order emergency closing of the office in the event of extreme weather, natural disaster, power failure or other event which make it impossible for the office to open.

The staff consists of a General Manager, Facilities and Operations Supervisor, Accountant, Office Coordinator, Secretary, Equipment & Grounds Maintenance Technician, and Facilities & Grounds Maintenance Technician. Seasonal or part-time staff may be hired as needed.

The Board of Directors appoints committees to carry out the responsibilities involved in the management of Crystal Lakes. There are ten (11) Road and Recreation standing committees:

- a. Architectural Control Committee (ACC)
- b. Finance Committee
- c. Fire Pit Inspection Committee
- 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 Committee
- f. Hearing Panel
- g. Newsletter Committee
- h. Policy and Documents Committee
- i. Recreation and Hiking Committee
- j. Road Committee
- k. Security Committee

From time to time, certain *ad hoc* committees also are appointed for special, or short-term, purposes. Members willing to volunteer their services on any committee should contact the Board or the General Manager.

Property owners are responsible for notifying CLRRA if they have a change of address, a change of lot owners, or a transfer of property. When a property owner sells a lot s/he must turn in membership cards to CLRRA along with the names and addresses of the new owners and proof of sale (copy of contract or deed) within thirty (30) days. The new owner is billed a transfer fee (see EXHIBIT V, Crystal Lakes Associations Dues and Fees, for current fee).

ADDRESSES

CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION
300 TAMI ROAD
RED FEATHER LAKES, CO 80545
PHONE: 970-881-2250
WEB PAGE: <http://www.crystal-lakes.org>
E-MAIL: crystal-lakes@crystal-lakes.org

CRYSTAL LAKES WATER AND SEWER ASSOCIATION
300 TAMI ROAD
RED FEATHER LAKES, CO 80545
PHONE: 970-881-2250
WEB PAGE: <http://www.crystal-lakes.org>
E-MAIL: crystal-lakes@crystal-lakes.org

For local county government offices, property owners may contact the CLRRRA office.

ANIMAL CONTROL

Crystal Lakes expects members to comply with Larimer County regulations concerning the control of animals. Copies of the regulations are available in the office or can be accessed at the following web site:
<http://www.co.larimer.co.us/policies/animal.htm>.

In brief, those regulations prohibit the following:

Dogs at large, i.e. not physically controlled by a human being by means of a leash or lead held by the human being, or not at all times accompanied by a person and does not at all times immediately respond to sound, mechanical, electrical or other command of its accompanying person.

EXCEPTIONS: A dog while actually working livestock, locating or retrieving wild game in season for a licensed hunter, assisting law enforcement officers or while actually being trained for any of these specifically enumerated pursuits; and an animal that is within the confines of the real property of a motor vehicle (excluding an unleashed animal in an open bed of a truck).

Animals which create a disturbance of the peace and quiet, or create a public nuisance.

Dangerous pet animals.

Improper care or treatment of pets.

The County may restrict the quantity of pet animals, and it requires the removal of dead pets.

The County limits the possession and feeding, including bones, salt licks and water, of wild or exotic animals for which a state license is required unless such person possesses the appropriate license from the State Division of Wildlife. Wild or exotic animals included in this category are: bears; any species of feline other than ordinary domesticated house cats; skunks; poisonous reptiles; raccoons, except as permitted under a state wildlife rehabilitation license; deer; wild geese and ducks; or any species of non-human primate, but excluding animals imported under authority of state or federal law.

The feeding of birds and squirrels on private property in Crystal Lakes is permitted during bear hibernation season in the winter.

ANNUAL LEASES

Members who wish to transfer their privileges to another party on an annual basis may lease their property to another party on an annual basis. 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. If the owner owns more than one lot, he/she may lease only one membership from that lot to another family. The owner leasing the lot to another family must notify the Association office in writing when a property is leased.

The Association office may be contacted for details and sample lease forms are available. 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.

ANNUAL MEETINGS

The annual meeting of the Road and 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 annual meeting notice or which may be properly brought before the membership.

ATV, MOTORCYCLE, TRAIL BIKE, & SNOWMOBILE POLICY

Crystal Lakes is a private subdivision with 86 miles of private roads. Safety is a major consideration in the establishment of a policy for ATVs, 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 CLRRRA Board based on safety and use data.

A. Operation Policy for all ATVs, 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 ATVs 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. Colorado State law, including requirements and restrictions, applies.
8. Only one person is allowed to ride an ATV that is less than 250cc. ATVs of 250cc and above will have a limit of two riders, i.e. the operator and one passenger. Per ATV manufacturers'

recommendations, no ATV may carry more than two (2) persons.

9. Vehicles categorized as mini-motorbikes, pocket rockets, motorized skateboards, or motorized scooters are NOT allowed on Crystal Lakes' roads (CLRRA Minutes January 15, 2005), nor on Water and Sewer roads and common properties.
10. By action of the CLRRA Board of Directors November 20, 2004, a valid operator's license is required to operate a motor vehicle on Crystal Lakes' roads.

B. Registration and Management Policy for all ATVs motorcycles, trail bikes and snowmobiles: (ATVs, motorcycles, trail bikes and snowmobiles are all categorized as ATVs below.)

1. A Crystal Lakes I.D. plate and a registration sticker are mandatory on all ATVs. This Crystal Lakes I.D. plate must be visibly displayed on the back of all two-, three- and four-wheel ATVs displaying the property owner's Filing and Lot number and the number of ATVs 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 Road and Recreation dues being paid. Registration stickers will be displayed on the Crystal Lakes I.D. plate.
2. Proof of liability insurance is mandatory on all ATVs when registered for I.D. plates and/or renewal of yearly stickers. See Exhibit V., Crystal Lakes Associations' Dues and Fees 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 operator/rider descriptions, 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 the third violation. The I.D. plate must be surrendered to the office upon a third violation.
5. The initial registration fee for each ATV covers the registration paperwork and I.D. plate. Renewal fees for succeeding fiscal years are used by the Security Committee to defray costs of safety education, patrol, and enforcement of ATV policies at Crystal Lakes. (R&R Board, August 17, 2004).

BALLOTING

Issues which are identified in the Road and Recreation Association Bylaws as requiring a vote of the Crystal Lakes membership are mailed as ballot questions to the property owners, with background information, and including a mail-in ballot and return envelopes. Every primary membership has a vote!

BOARD ELECTIONS

Road and Recreation Association: – The CLRRA Board elections take place each year, with resumes/platforms of candidates for the position of Director due in the office by the end of February, following which the candidates' photos and resumes/platforms are published in the *Wapiti Bugle*. Ballots are mailed to all primary property owners the following month, with the mail-in ballots to be returned to the office by a published date. The new Directors' installation occurs at the Annual Meeting on the second Saturday in June.

Fishing Board – Candidate for Fishing Board follow a similar routine as CLRRA Board, above, with the election itself taking place at the Road and Recreation Association Annual Meeting, rather than through mail-in ballots.

BOATS AND OTHER WATERCRAFT POLICY

Boats are allowed only on Panhandle Reservoir (Crystal Lake).

No gasoline motors may be used; however, electric motors may be used.

Boats must have one life jacket for each occupant.

Boats may be launched by hand from any point on Crystal Lake. The only places a car may launch a boat are at the West end of the lake and at Lakeview Park.

All ice shelters must be removed from lakes when not being used.

No gasoline powered vehicles are allowed on the lake ice.

Boating courtesy and attention to safety are expected in order to minimize disturbance of those fishing from the shore or near the shore in waders, belly boats, etc.

BUILDING ON A CRYSTAL LAKES LOT

Property owners who are building on their lots are urged to refer early in the process to the Architectural Guidelines for Crystal Lakes. They are available in the office.

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 five (5) 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 five months, if the trailer or other unit 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 (30) days, the violation will be referred to the Architectural Control Committee (ACC), and procedures taken in accordance with the "Policy and Procedure for Covenant Violations, Fines and Appeals". If the ACC determines that a violation has occurred, a recommended fine may be imposed according to the schedule of fines listed in the above referenced policy. The property owner may appeal the fine by requesting a hearing with the Hearing Panel as provided.

At the attorney's suggestion the Board will not enforce the covenant against storage of such camper units if the lot contains a home for which a certificate of occupancy has been issued; however, such units may be stored only and may not be used as a residence for guests or others. The Board will also not enforce the covenant against a lot owner whose home is under construction so long as the recreational vehicle or tent 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, Policy and Procedure for Resolving Violations of Covenants by Crystal Lakes Property Owners.

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

CAMPING

Camping in trailers, tents, or campers is permitted only on the owner's lot or in specially designated areas, such as the fee-based trailer parking spaces near Basecamp, when available. Campers should know the Association's camping regulations relative to sanitary facilities, fire prevention, etc. as contained in this Handbook. See Exhibit I, Camping Regulations.

(Revised 4-19-08)

COMMUNICATIONS

1. Telephone

A pay phone is available 24 hours a day in the vestibule outside the CLRRA office's lower entrance. All 911 calls from the pay phone are free. Any cellular service tower will connect a 911 call, even when the caller is not a customer of that particular provider. A CALLER MUST KNOW HIS/HER LOCATION WHEN PLACING A 911 CALL BY CELL PHONE. CELL PHONES DO NOT TRANSMIT LOCATIONS TO THE DISPATCH CENTER AS DO REGULAR LINE TELEPHONES. (See Exhibit IV for detailed instructions for reporting of emergencies.)

Contact CenturyTel Long Distance, Inc. for telephone service to a cabin/home. 1-800-261-7649 RESIDENTIAL SERVICE.

2. Television

Television reception at Crystal Lakes is available through satellite networks.

3. Mail

Property owners wishing to receive mail may rent a box or register for General Delivery at the Red Feather Lakes Post Office. A limited number of Crystal Lakes delivery mailboxes are available for purchase from the Association office for a one-time fee (see Crystal Lakes Dues and Fees Schedule for amount). Crystal Lakes delivery mail is delivered to two sites: 1) on County Road 73C south of Neosho Trail, and 2) at Basecamp. Residents in Filings 9 and 14 receive mail at the Neosho delivery site, those in Filings 1, 2, and 7 may select either location. All other Filings receive mail at the Basecamp location. Postal regulations require the use of the street and street number when mail is addressed to Crystal Lakes residents (the Filing and Lot Number are NOT valid addresses for mail delivery).

4. UPS

UPS items are generally delivered to the CLRRA office. After hours, items may be left at the Hilltop Outpost Store or the Red Feather Lakes Trading Post in Red Feather Lakes.

COVENANT VIOLATIONS

See Exhibit II, Policy and Procedure for Resolving Violations of Covenants by Crystal Lakes Property Owners.

CRYSTAL LAKES AIR STRIP

On 9-8-84 the Board of Directors of the Crystal Lakes Road and Recreation Association voted to suspend and cease operations of the Aviation Committee and to take no part whatsoever in the operation of the Crystal Lakes airstrip. The airstrip is private and currently owned by a Crystal Lakes property owner. The Crystal Lakes Road and Recreation Association assumes no liability in connection with the Crystal Lakes airstrip and does not sanction any operations relating to the airstrip.

CRYSTAL LAKES COMMUNITY FUND ASSOCIATION

The Crystal Lakes Community Fund Association was formed in June 1998. Its purpose is to fund projects, programs, and other activities which benefit the quality of life for property owners and their visitors, but which are beyond the budget of the Crystal Lakes community.

The Community Fund is an apolitical, voluntary membership organization. Policies and procedures have been established to ensure coordination of activities with the Crystal Lakes Road and Recreation and the Water and

Sewer Boards of Directors. It maintains complete independence from the political bodies of the Crystal Lakes subdivision. The Fund is supported entirely by donations, which are tax deductible.

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.

EMERGENCIES

See Exhibit IV, Emergencies Reporting

FIRE BAN AUTHORITY

The CLRRA Board President or designated Board member will evaluate the information and recommendations of the CLVFD Fire Chief and make a determination to place a Fire Ban. If a Fire Ban is placed, it will remain in effect until the next regularly scheduled Board meeting when conditions will be re-evaluated. The CLVFD Fire Chief or Assistant Chief will attend each Board meeting during a Fire Ban in order to provide the CLRRA Board with recommendations based on existing conditions.

Policy and Procedures approved by the Crystal Lakes Road & Recreation Association Board of Directors on March 17, 2007.

See Exhibit V for the complete Policy, Procedures & Criteria for Initiating a Fire Ban

FIRE PIT SPECIFICATIONS – These specifications are printed as you see below on the reverse side of the Crystal Lakes Fire Permit.

The Fire Policy Ad Hoc Committee, made up of members from the Crystal Lakes Road and Recreation Board, Fire Department, and property owners, has developed specifications for the construction of safe and enjoyable fire pits. It is the mission of the committee to create specifications that are accomplishable by any property owner at minimal cost and effort.

In researching fire pit safety, the Committee found that the size, shape, materials and lid are the most important aspects of a safe fire pit. With that in mind, the Committee recommends that all fire pits in Crystal Lakes meet the following guidelines:

- Fire pit must be a permanent structure including base and sides constructed of rock, metal, masonry, or other non-flammable materials. Examples include:

Rock: mortared natural or man-made rock

Metal: culvert section, pipe section, sheet metal box or circle, commercially made fire pit

Masonry: mortared brick, concrete block, patio edging brick

Or any combination of the above.

Commercial gas fire pits of all designs are acceptable.

- Fire pit length/width/diameter must be no more than 36". **

- Fire pit height/depth must be no less than 16" (above and below ground combined).
(Revised 5-8-08)

- Fire pit must have a solid cover of non-flammable material that fits well to prevent embers from escaping and is either heavy enough not to blow away or is securable with non-flammable straps.

- Fire pit must be in a well-controlled area without overhanging branches and a safe distance from flammable materials (trees, shrubs, buildings, propane tanks, etc). This area must be cleaned down to mineral soil (cleared of pine needles, leaves, etc).

** Fire pits with a size of 36” or less need not be pre-approved. However, if a proposed fire pit exceeds 36”, or is of a unique design, the property owner **must** submit plans to ACC for approval prior to building. Fire pits above 48” will not be approved. All fire pits will be inspected.

- Burning guidelines:

- **Fire permits are required for all fires.**
- Burning of inappropriate construction materials or slash piles is not permitted.
- All burning material must be contained within the fire pit.
- Flame height must not exceed 20” above the top of the pit (20” is approximately knee height).
- A minimum of 5 gallons of water or charged hose must be located at fire pit when there is a campfire.

A display of some suitable designs for fire pit construction will be posted in the entrance to the Basecamp Office.

Approved by the CLRRA Board
Revised 2-16-08

FIRE PIT INSPECTIONS

Informational packets are available for the Crystal Lakes office which include a request for fire pit inspection form. You may pick up the packet from the office during regular office hours. Confirm that you have met all the requirements and specifications as they appear on the form prior to requesting an inspection of your fire pit. Volunteers will perform the inspection in a timely manner and will notify you by mail of the results of their inspection. A list of the results will also be posted in the C. L. Association office.

FIRE FIGHTING

Fire Department

Fire fighting efforts are provided by the Crystal Lakes Fire Protection District (CLFPD), which was officially formed on December 29, 1995. CLRRA donated most of the equipment and supplies after privately operating the Crystal Lakes Volunteer Fire Department for approximately 25 years. The services provided by the CLFPD are:

- Wildland fire suppression
- Structural fire suppression
- Fire prevention education and awareness
- Emergency rescue
- Emergency medical services—by contract

Property owners interested in volunteering for the fire department should contact the CLRRA office for information.

(Revised 2-16-08)

To Report a Fire or Other Emergency:

DAYTIME: If a telephone is available, **911 should be called.** Otherwise, the CLRRA office should be notified in person.

NIGHTTIME: **911 is called.** There is a pay phone in the lower level entry to the office. No coins are required to place a 911 call from this telephone.

PROPERTY OWNERS AND GUESTS SHOULD NOT HESITATE TO REPORT THE SLIGHTEST TRACE OF SMOKE, OR TO TAKE THE TIME TO CHECK IT OUT.

Fire Fighting

Fire fighting efforts are provided by the Crystal Lakes Volunteer Fire Department. 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 Crystal Lakes Volunteer Fire Department **MUST** stay out of the area of a fire.

Questions concerning fire prevention, tree thinning, and slash burning should be addressed to the Fire Chief.

Fire Safety

A Fire Danger Index sign is posted at the entrance to Crystal Lakes; property owners and guests should take note of the posted directions. Crystal Lakes requires a daily fire permit be logged for all outdoor campfires. These permits may be obtained at no charge from the CLRRA office, as well as copies of the Fire Permit Policy. After June 1, 2008, campfires will only be permitted in fire pits that meet the Fire Pit Specifications, have been inspected and approved. Property owners should NEVER burn on a windy day, leave a fire unattended, or fail to extinguish the fire completely with water before covering the fire area with dirt or sand.

If a fire causes property damage, the property owner can be held responsible for any and all costs. Unauthorized campfires, unattended campfires, those that do not meet the safety requirements published on the Crystal Lakes Fire Permit, as well as unauthorized slash burns will be reported to the appropriate agency to be extinguished. Fines will be assessed by the CLA manager to the perpetrator and/or owner of the lot where the fire violation has occurred: 1st Offense \$250.00; 2nd Offense \$500.00; and 3rd and subsequent offenses \$1,000.00 each.

Property owners whose homes have electric baseboard heat should realize that these heaters can ignite flammable materials placed near a baseboard heater. Chimney and wood stove flues must be cleaned regularly of creosote build-up. Chimney cleaning brushes are available for loan at no charge at the CLRRA office. If a power failure occurs when a home is going to be unattended, electric appliances should be double checked and must be turned off before the premises are vacated as the same heater, range or electric skillet will reheat when power is restored, creating a great potential for fire.

(Revised 2-16-08)

FIREWISE

Firewise is a community program that helps raise awareness of the danger of wildfire and helps property owners protect their property from wildfire. Crystal Lakes' mission is to create a Firewise community that is educated, aware and actively involved in order to minimize the impact of wildfire.

Every property owner has the responsibility to plan **in advance** and know how to protect their buildings in wildland interface areas to lessen the devastation of a wildfire. Whether building a home or a campsite, it is imperative that one **CHOOSE A FIREWISE LOCATION, DEVELOP A DEFENSIBLE SPACE, AND**

SELECT FIRE-RESISTIVE BUILDING MATERIALS. One cannot assume that firefighters can or will protect property that is not managed according to Firewise guidelines.

Crystal Lakes has devised an emergency evacuation plan for every lot in the event of a wildfire or other disaster; the Crystal Lakes map has been updated and digitized; all property owners receive a letter describing their **emergency evacuation route**; and evacuation signage is posted throughout Crystal Lakes.

(2-16-08)

Those who are educated in Firewise techniques and practice them on their property have a much greater chance of continuing to enjoy that special place—unspoiled by wildfire. Guidelines for creating a Firewise property are available in the CLRRRA office.

FISHING

See Exhibit III, Crystal Lakes Road and Recreation Association Fishing Regulations.

FLAGS

The display of the American flag is allowed on individual lots on flagpoles, in windows or on balconies, as long as it is consistent with the Federal Flag Code. The Association may regulate the location and size of flags and flag poles.

Military Service flags, with maximum dimensions of 9” x 16”, may be displayed inside a window or door in compliance with United States Code, Title 36, Section 901.

GREENBELTS

The Association owns a large number of greenbelts as shown on the Crystal Lakes map. No motorized vehicles are allowed on the greenbelts. When using the greenbelts, members are urged to respect the private properties that surround the greenbelt.

GUESTS

Members are responsible and financially liable for all actions of their guests, and for the admittance and exiting of such guests. Unaccompanied guests must have a current letter of permission stating the date and Filing and Lot to be visited. 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. Renters and persons who have been leased a membership are considered to be guests.

If ten (10) or more guests are expected, and Association facilities will be used, the office should be notified in advance.

GUEST FISHING BADGES

See Exhibit III, Crystal Lakes Road and Recreation Association Fishing Regulations.

HIKING

Hike any of the trails in Crystal Lakes at your own risk.

Organized hikes on Crystal Lakes’ designated trails and other area trails are conducted regularly through the

summer months on Tuesdays. The hikers generally meet at the Basecamp postal shed at 8:30 a.m.; however, to confirm meeting place, destination, degree of difficulty, length, etc. hikers are urged to call the office at 970-881-2250 prior to reporting for a hike. Crystal Lakes hiking trail maps with descriptive narrative are available in the office.

Property owners who would like to “adopt” a hiking trail to check for proper signage and seasonal maintenance may contact the office.

HUNTING

No hunting, trapping or shooting is allowed on any property in Crystal Lakes. During hunting season, guests will be allowed to use Crystal Lakes roads provided the guests are accompanied by a property owner or have a letter from a 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 the 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 is deemed necessary to protect Association property or the members.

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.

MEMBERSHIP BADGES

Membership badges are issued by the Association to two adult property owners whose names appear on the deed and their dependent children under the age of 21 years, when dues are paid in full. Fiscal Year stickers for ensuing years, shall be issued annually by the Association to all property owners whose dues are paid in full. Stickers may be picked up at the CLRRA office; no stickers are mailed.

Membership badges must be worn at all times while fishing.

NEWSLETTERS

A newsletter, the *Wapiti Bugle*, is published six (6) times annually and one copy is mailed to the owner of record for each primary lot. The purpose of the newsletter is to provide Crystal Lakes property owners with information from the Road and Recreation Association, the Water and Sewer Association, the Manager and staff, and to report events of interest. Additional subscriptions are available. See the Dues and Fees Schedule for the current cost.

An e-mail newsletter also is sent by the Manager or other staff on a weekly basis, or more frequently as needed, for up-to-the-moment reporting on weather or events as they occur at Crystal Lakes. Sign-ups may be made by contacting the office.

OPEN RECORDS

In accordance with Colorado Revised Statutes and 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 (5) 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 of 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.

PETS

Dogs and cats shall be on a leash under owner voice control at all times when away from owner’s property. Larimer County regulations will be enforced. Copies of the regulations are available in the office.

SECURITY

Crystal Lakes is a private community with private roads developed for use by property owners, their guests, utility providers, and government agencies. It is not public property and efforts to ensure security of property must be taken by all property owners. To do this, property owners are asked to carry their current CLRRA membership badges at all times and to provide their guests with a current letter of invitation.

Property owners are required to display Crystal Lakes vehicle stickers (including the **current** fiscal year sticker) on the front windshield, passenger side, lower corner. ATVs, motorcycles, trail bikes and snowmobiles must also display a Crystal Lakes sticker (see ATV/Motorcycle. . .section of this Handbook). When selling a vehicle, both stickers must be removed from the windshield, and replacement stickers picked up from the office for the new vehicle. Drivers of vehicles without stickers will be considered trespassers and may be stopped at any time.

General security patrolling services are provided by the Larimer County Sheriff’s Office. Contact the CLRRA office for information on private cabin security services.

SIGNS

1. Real estate and “For Sale” – 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.
2. Commercial – Commercial signs are not allowed on the Associations’ common property.
3. Political – Only one sign for each political office or ballot issue is permitted on an owner’s property

or in a window. Maximum dimensions of a sign are 36" x 48". Political signs are prohibited more than forty-five (45) days before an election and removal is required of any sign within seven (7) days after the election, or at a time as subsequently modified by the Larimer County Land Use Code or Act.

SNOW REMOVAL AND TRAVEL SAFETY

Crystal Lakes is a mountain subdivision in which the roads may be traveled under certain weather conditions only with a 4-wheel drive vehicle. CLRRRA does not snowplow all roads all of the time, but tries to keep the primary roads open all of the time. Secondary roads are plowed next and tertiary roads are opened upon request with at least 72 hours notice. A map of Crystal Lakes roads that are generally plowed is posted in the CLRRRA office. All plowing is done to the extent that resources and weather allow; at times a 4-wheel drive or chained 2-wheel drive vehicle may be necessary.

CLRRRA does plow driveways, when conditions allow, for a fee (contact office for a fee schedule). 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 individual properties for parking. No road may be blocked by a parked vehicle; at least one lane must be left open for emergency vehicles, the snowplow and for other property owners. When properly sited and built, many driveways may remain passable in the winter. Natural drift areas may actually blow clear of snow if the driveway is raised 8-12 inches.

A phone call to the CLRRRA office prior to a planned trip to Crystal Lakes can improve the member's safety and enjoyment of their property. Weather conditions at Crystal Lakes may differ greatly from those at lower elevations, sometimes by many degrees, and with a great wind chill factor. If it is snowing hard, or blowing or drifting, roads may be closed in a very short time. Preparation for Colorado Rockies travel conditions include adequate equipment, emergency supplies and clothing in the vehicle. Road and/or weather conditions may make turning back necessary and anyone stranded should stay in the vehicle and await help. NOTE: The use of cellular telephones is NOT a reliable means of communication due to the topography.

SPEED LIMIT

The speed limit on **all** Crystal Lakes roads for **all** vehicles is 20 mph. The speed limit in the parking areas at Basecamp/Wapiti Center, the Wapiti postal shed, and the campground is 10 mph. Law enforcement can cite the following violations on private property such as Crystal Lakes: careless driving, as in speeding; reckless driving, as in doing "donuts" on an ATV; unsafe backing; driving under the influence (D.U.I.); and hit and run. Members are expected to drive responsibly and are requested to report driving infractions to the Larimer County Sheriff's Department.

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

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

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

TIMBER MANAGEMENT

The staff shall provide information about tree thinning and tree planting to the membership. On site tours of a lot will be provided, if necessary.

TRAILER STORAGE AREA POLICY

As of July 19, 2003, the following policy is 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 and 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 and 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.

TRAILS

Hike on any of the Crystal Lakes trails at your own risk.

A network of hiking and ski trails is available at Crystal Lakes for the exclusive use of members and their guests. Horses are not allowed on trails. No motorized vehicles are allowed on the trails. A map and listing of the trails is available in the Association office.

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.

Exceptions 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 month during the summer when the items that 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 and location 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 forest 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 are collected in a bin near the trash compactor, or one near the Association office door, as a benefit for the Crystal Lakes Volunteer Fire Department.

Magazines, catalogs, phone books, junk mail, office paper, brown paper bags, paperboard, and flattened 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.

Enforcement: Only forest products such as limbs, needles, logs, and beetle kill may be disposed of 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.

WOODCUTTING

All property owners are encouraged to clear downed timber and thin timber stands on their lot(s). The general public is permitted to cut wood on Association property only when there is a Board-approved program in effect.

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 Lakeside Park on the north side of Crystal Lake, at the outside bathroom intersection of Tiny Bob Rd and Seminole in the 7th Filing, and on Blackfoot Road north of the dumpster.
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 permanent fire pits meeting specifications as outlined in the FIRE PIT SPECIFICATIONS above.
 - C. A lid of nonflammable material is required.
 - D. A shovel and at least three (3) gallons of water must be nearby.
 - E. Burn only clean, dry wood; no construction material may be burned.
 - F. A responsible adult must be present at all times and the fire must be completely extinguished as soon as use is completed.
 - G. 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 fires under high wind conditions.
 - H. **NO BURNING OF SLASH WILL BE ALLOWED UNLESS THE LARIMER COUNTY SLASH BURNING PERMIT REQUIREMENTS ARE FULLY MET.** 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 when these conditions exist.
3. SLASH FIRES: The Association provides a location for collection of slash. Burning of slash is permitted under the control and supervision of the CLVFD. Use of this location is encouraged and preferred.

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 CLRRA 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 appeal the fine by requesting a hearing with the Hearing Panel. The Hearing Panel meets each month as needed on the Sunday following the regularly scheduled meeting of the Road and Recreation Board of Directors at 1:00 p.m. at the Wapiti Center. Appeals must be submitted to the office in writing 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. 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. All fines levied against a property owner shall become a lien on such owner's property until paid in full. During the pendency of an appeal, the Association shall not attempt to collect the fine.

EXHIBIT III
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 30th of the next fiscal year. Members MAY NOT fish after June 30th 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

REPORTING EMERGENCIES

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

1. **Telephone 911.**
2. Report the exact location of the emergency.
3. Report the nature of the emergency.
4. Report the number of persons involved.
5. If possible, remain on line until released by 911 operator.
6. Leave your name and phone number if requested.

For instructions concerning poison emergencies call:
Poudre Valley Poison Center 1-800-332-3073

Property owners and guests should not hesitate to report the slightest trace of smoke, or to take time to check it out.

A pay phone is located in the office downstairs entryway. Local calls cost \$.50 and all 911 calls from the pay phone are free.

Any cellular service tower will connect a 911 call free of charge even if the caller is not a customer of **that** particular provider. **The caller must know his/her location when placing a 911 call by cell phone; cell phones do not transmit locations to the dispatch center as do the regular telephone line phones.**

EXHIBIT V

Policy, Procedures & Criteria for Initiating a Fire Ban

(Approved 3-17-07)

The CLRRA Board will discuss conditions with the CLVFD Fire Chief and the CLFPD Board/President. The CLVFD Fire Chief uses several tools to determine the fire danger from the Fort Collins Interagency Wildfire Dispatch Center, including the Haines Index, the National Fire Danger conditions, the 1000-Hour Fuel Moisture information, and the FTC RAWS Observations by Station – Red Feather from the NFDRS. (NFDRS is National Fire Danger Rating System. RAWS is Remote Access Weather Stations.)

FIRE BAN MATRIX

The CLVFD Fire Chief will determine the fire danger for the Crystal Lakes area using the following resources to decide if a fire ban should be put into effect:

Resource Tool	Post Warning	Fire Ban
1000-Hour Fuel Moisture	11-15%	below 10%
Haines Index	4	5+
National Fire Danger Conditions	High	Very High or Extreme
Energy Release Component	> 60%	> 64%
Long-range Forecast	Used to determine stability of situation**	

— **Post Warning (Monitor Closer)** — the Fire Chief or Assistant Fire Chief will begin watching these numbers on a daily basis, if the Chief is not already doing so.

— **Fire Ban** — The CLVFD Fire Chief will recommend a fire ban if **three** of the four Resource Tools have reached or exceeded the threshold for Fire Ban, or if **two** of the resources have reached the threshold for Fire Ban and **two** are in the Post Warning range.

**The conditions apparent in the Long-range Forecast as well as observed local conditions may be taken into account when determining whether a ban is necessary and/or whether to lift a fire ban (e.g. – if we have two days of rain, but the long-range forecast is hot, dry and windy, then the Fire Chief's recommendation of a ban will remain unchanged).

Information regarding Fire Behavior and Tactics is considered as well as the Live Fuel Moisture percentages. The CLRRA Board will rely on the CLVFD Fire Chief's expertise with the National Fire Danger Rating System. Temperature and wind forecasts will also be criteria that will be considered when evaluating Fire Danger.

If Larimer County, Arapaho/Roosevelt National Forest, or State of Colorado Fire Bans are in place, those bans will be in place in Crystal Lakes. The converse is not necessarily true since Crystal Lakes subdivision has unique weather characteristics, which do not always coincide with the weather conditions throughout Larimer County or even in nearby communities such as Red Feather Lakes or Glacier View Meadows. The actual conditions existing in Crystal Lakes will be used in the determination of placing or lifting a Fire Ban.

The CLRRA Board President or designated Board member will evaluate the information and

recommendations of the CLVFD Fire Chief and make a determination to place a Fire Ban. If a Fire Ban is placed, it will remain in effect until the next regularly scheduled Board meeting when conditions will be re-evaluated. The CLVFD Fire Chief or Assistant Chief will attend each Board meeting during a Fire Ban in order to provide the CLRRA Board with recommendations based on existing conditions.

Policy and Procedures approved by the Crystal Lakes Road & Recreation Association Board of Directors on March 17, 2007.

SCHEDULE OF DUES AND FEES

A complete schedule of current dues and fees is available upon request from the Association's office.

INFORMATION

For current information CLRRA maintains bulletin boards in the entryway outside the lower entrance to the office.

The Association also publishes a newsletter, the *Wapiti Bugle*, six (6) times each year.