

**CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION  
USE OF COMMON ELEMENTS POLICY  
January 28, 2017**

**1. SCOPE**

This policy applies to all members of the Crystal Lakes Road and Recreation Association (CLRRA) and the CLRRA Board of Directors.

**2. PURPOSE**

The purpose of this policy is to define the availability, scheduling, priority, fees, keys, and general facility rules for the use of the common elements owned and operated by CLRRA.

**3. DEFINITIONS**

3.1. Common Elements: Any real estate within the Property and improvements thereon owned or leased by the Association, other than a lot (Covenants, Conditions, and Restrictions [CC&Rs], paragraph 2.6). Common Elements include facilities such as:

3.1.1. the Wapiti Center (Wapiti Room),

3.1.2. Basecamp (Community Center, Kitchen, Fireside Room, Pool Room, Sunset Deck),

3.1.3. streams/rivers/lakes/ponds, greenbelts, and other common areas.

3.2. Member: Ownership of a lot shall be the sole qualification for membership (CC&Rs, paragraph 3.2 and Bylaws, Article VI, Section 1). Only persons whose accounts are current shall be entitled to use any of the Association's facilities or services (Bylaws, Article VII, Section 2).

3.3. Guests: The Board, at its discretion, may extend the privileges of the Association to any person or persons upon such terms and conditions as the Board deems proper (Bylaws, Article VI, Section 8).

3.4. Event Organizing Member: Member who is responsible for scheduling, organizing, and supervising the event. Guests cannot be event organizers.

3.5. Community-Wide Events: Events approved by the Board and organized by CLRRA committees that are open to all members in good standing and their guests (e.g., potlucks, fishing derby, 4x4 poker run).

3.6. Community-Partner Events: Events organized and sponsored by community partners such as:

3.6.1. the Crystal Lakes Water and Sewer Association (CLWSA),

- 3.6.2. Crystal Lakes Community Fund Association (CLCFA),
- 3.6.3. Crystal Lakes Fire Information Resource Education and Safety (CL FIRES),
- 3.6.4. Crystal Lakes Fire Protection District (CLFPD),
- 3.6.5. Crystal Lakes Volunteer Fire Department (CLVFD), etc.
- 3.7. Common Interest Events: A group of members that meet to participate in a particular activity of interest (e.g., book club, quilting).
- 3.8. Drop-In Events: Intermittent use of the common elements by a few members whose activities do not encroach upon the use of other members.
- 3.9. For-Profit Events: Events held for the purpose and intent of making money by a member or business. (See Section 5.2)
- 3.10. Paid Instructor/Leader Events: Person hired by a member(s) to instruct or lead a group of members in a particular subject. (See sections 5.2 and 7.2)
- 3.11. Restricted Events: Events that are restricted to certain members and guests such as weddings, reunions, anniversaries, birthday parties, etc. (See Sections 5.2 and 7.2)
- 3.12. Prohibited Events include:
  - 3.12.1. Events that compete with any programs offered by the Association or disrupt or impair the Association's normal operations.
  - 3.12.2. Events that are inconsistent with the image, reputation, purpose or functions of the Association are also prohibited.
  - 3.12.3. The Board has the right to prohibit an event for any reason.

#### **4. AVAILABILITY**

All members of the Association shall be accorded the equal use of the facilities of the Association (Bylaws, Article VI, Section 6). Common elements may not be available during times of emergency such as evacuations, weather, damage to the facilities, etc.

#### **5. SCHEDULING**

- 5.1. Event organizing members must schedule their events through the Office as scheduled events always take precedence over unscheduled events.
- 5.2. Board Approval: The following require Board approval prior to scheduling. Approval is based on the duration of the event, size, benefit to members, etc. Rental and cleaning fees may apply and insurance may be required, depending on the event. (See Section

7.2). The Board may require the use of the *Facilities Use Agreement* prior to scheduling.

- 5.2.1. For profit events,
- 5.2.2. paid instructor/leader events,
- 5.2.3. and restricted events.

5.3. Drop-in events do not require scheduling; however, members should be prepared to move for scheduled events.

5.4. The Office may direct members to use another common elements in the event of a conflict.

5.5. The Office shall maintain a master calendar and post it in the Office and on the Crystal Lakes website.

5.6. Scheduled events can only be cancelled by the event organizing member or under extenuating circumstances by the Board.

## **6. PRIORITY**

Events are scheduled through the Office based on the following priorities on a first come, first serve basis:

- 6.1. Priority 1 – recurring meeting such as Board and committee meetings and community-wide events.
- 6.2. Priority 2 – community-partner events and common interest events.
- 6.3. Priority 3 – for-profit events, paid instructor/leader events, and restricted events.

## **7. FEES**

7.1. Community events, community-partner events, and common interest events are non-profit in nature and as such, fees will generally not apply to these events (CC&Rs, paragraph 6.4). Some of these events may require a small fee to participate to help offset the cost of the event (e.g., annual steak fry, 4x4 poker run). Contact Event Organizer for required fees.

7.2. The following fees may apply to: for-profit events, paid instructor/leader events, and restricted events at the discretion of the Board (see Section 5.2 and the CLRRA Dues, Fees, & Fines Schedule):

- 7.2.1. Facility rental fee
- 7.2.2. Cleaning fee
- 7.2.3. Damage deposit (refundable)

7.2.4. Should cleaning be required or should damage exceed the amount of the deposit, the member will be liable for any balance owed.

7.2.5. Should rekeying of the facilities be required due to a lost key, the member will be liable for any such rekeying.

7.3. The Board may require additional insurance on the part of the event organizing member for for-profit events and paid instructor/leader events that because of their nature, cause additional liability for CLRRA members. (See section 5.2)

7.4. Fees are generally not refundable with the following exceptions:

7.4.1. Common elements are unavailable at the scheduled time due to emergencies. The event organizing member may opt to reschedule the event if the schedule permits in lieu of a refund.

7.4.2. Extenuating circumstances that cause the event from happening and the event organizing member has notified the Office, in writing, at least 10 days prior to the scheduled event, and the Board approves the refund.

7.4.3. If a refund requires the Association to pay a processing fee it will be deducted from the refund.

## **8. KEYS**

The event organizing member is responsible for making arrangements through the Office to pick up facility keys prior to an event and return the keys to the Office the next business day following the event. (See section 7.2.5)

## **9. GENERAL FACILITY RULES**

The Manager shall author General Facility Rules with the approval of the Board and post them at all common element facilities (Bylaws, Article VI, Section 6).

## **10. CONFLICT**

In the event of conflict between the provisions of the Declaration, Articles of Incorporation, the Bylaws and this Policy, they shall prevail in that order.

## **11. CERTIFICATION**

The undersigned, the Secretary of the Association, hereby signs to confirm that the above policy was adopted by the Board of Directors on January 28, 2017.

//Signed//  
Signature

Casey Meadows  
Printed Name