

CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION ADMINISTRATIVE POLICY

February 16, 2019

Table of Contents

1.	SCOPE	2
2.	PURPOSE.....	2
3.	ANIMAL CONTROL.....	2
4.	ASSOCIATION GAS STORAGE AND USE –.....	2
5.	BOARD ELECTIONS.....	3
6.	Ballots.....	3
7.	CAMPERS, TRAILERS, MOTOR HOMES, AND TENTS	3
8.	CAMPING.....	4
9.	CONTRACTUAL SERVICES	4
10.	CRYSTAL LAKES AIR STRIP	4
11.	DRIVEWAYS.....	4
12.	Fishing.....	5
13.	GREENBELTS	5
14.	GUESTS	5
15.	HIKING	5
16.	HUNTING AND TRAPPING	5
17.	LEGAL OPINIONS.....	6
18.	LIABILITIES.....	6
19.	MEMBERSHIP	6
20.	MEMBERSHIP BADGES	6
21.	MEMBERSHIP INFORMATION	6
22.	MILEAGE & TELEPHONE EXPENSES	7
23.	PROCEDURES TO SELL LOTS ACQUIRED THROUGH FORECLOSURE.....	7
24.	CRYSTAL LAKES ROAD AND RECREATION ASSOCIATION PURCHASES.....	7
25.	SECURITY	8
26.	SIGNS.....	8
27.	SPEED LIMIT	9
28.	TRAILS.....	9
29.	WALL DECORATIONS AND ARTWORK	9
30.	WOODCUTTING.....	10
31.	CONFLICT	10
32.	CERTIFICATION.....	10

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 document the Administrative policies of the Association. The following policies are included, in alphabetical order:

3. 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>.

- 3.1. 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.
- 3.2. EXCEPTIONS: A dog while 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, interrupt the peace and quiet, or create a public nuisance. Dangerous pet animals. Improper care or treatment of pets.
- 3.3. 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.
- 3.4. The feeding of birds and squirrels on private property in Crystal Lakes is permitted during bear hibernation season in the winter.

4. ASSOCIATION GAS STORAGE AND USE –

The Association-owned gasoline tanks are:

- 4.1. Locked with combination-type locks which are changed at least quarterly, or more frequently if indicated.
- 4.2. Checked visually daily for unusual depletion or tampering; and C. Checked routinely twice weekly.
- 4.3. 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.

- 4.4. 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.

5. 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 on the Website.

6. Ballots

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 CLR&RA Board, above, with the election itself taking place at the Road and Recreation Association Annual Meeting, rather than through mail in ballots.

7. CAMPERS, TRAILERS, MOTOR HOMES, AND TENTS

- 7.1. With member’s permission, (see Para. 13 “Guests”) one camper, trailer, motor home or tent for residential purposes is permitted on the owner’s lot for a total of five months per calendar year from time of first placement. A permit must be obtained, within four (4) days from placement of unit, from the Association office when the unit is first brought onto the property. (see ACC REC POLICY – Sec I para. 6)
- 7.2. 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 when it is removed.
- 7.3. It will be assumed that the unit is continuously on the property in terms of the five-month restriction unless the owner informs the office of the removal.
- 7.4. When a unit is temporarily removed during the five-month permit period, the permit is suspended. If and when the unit is placed on the lot again, the permit will become active for the remainder of the five-months. Permits cannot be extended past the year the permit was originally issued, or past five months the unit is placed on the property. (see Para. 7.1)
- 7.5. The owner must inform the Association office when the unit is removed to comply with the issued permit. A notice of violation will be sent if required pursuant to paragraphs 7.2 and 7.4.
- 7.6. After the expiration of the permit, if the trailer remains on the property or the Association office has not been informed of its removal, a notice will be sent to remind the owner of the five-month permit restrictions. The owner has up to thirty days to remove the unit but cannot go past the end of the calendar year that the permit was issued. The Hearing Panel may impose a fine and/or request the Association’s attorney to litigate if the corrective action is not taken
- 7.7. 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 two-year period. Provided the member has obtained a county issued building permit and has received the required permit from the Association.

8. CAMPING

Camping in trailers, tents, truck-bed campers, and motorhomes 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. (see Para. 7)

9. CONTRACTUAL SERVICES

- 9.1. 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.
- 9.2. 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.).
- 9.3. 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.
- 9.4. Procedures – When competitive bids are to be obtained, the manager shall recommend to the Board, when possible, at least three contractors, which he/she 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 based on 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 or her recommendations.
- 9.5. 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.
- 9.6. Temporary Employees – Nothing in this policy precludes the right of the Association to hire temporary employees to accomplish work previously approved or budgeted. See Para. 24. Purchasing

10. 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.

11. DRIVEWAYS

All driveways must comply with the CLR&RA policy. Any driveways that cause interference with normal drainage, must have a properly installed culvert. Driveways should be graded/crowned to prevent water from intersecting a road. Property owners are responsible for keeping the driveway culvert open and removing snow from the driveway. (CLR&RA Board minutes, August 21, 2010)

- 11.1. 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 installing the culvert and for keeping the driveway culvert open and removing snow from the driveway. (CLR&RA Board, minutes January 16, 2010)
- 11.2. Approved by CLR&RA Board September 20, 2008. The manager will confer with the President of the Crystal Lakes Road and Recreation Board to consider the affordability, feasibility, necessity, and safety of the Association employees plowing driveways for the following: Board Members of both Associations, Committee Chairs and Committee Members to enable them to conduct essential Association business.

12. Fishing

Fishing is controlled by CLRRRA Fishing Policy. *Please refer to that policy for requirements*

13. GREENBELTS

The Association owns many 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.

14. GUESTS

- 14.1. All of Crystal Lakes is private property, either owned by individual members or owned by the membership in common and controlled and managed by the association.
 - 14.1.1. Guests are those that have permission by a member or the association to enter and be on Crystal Lakes property.
 - 14.1.2. Any person or persons found within Crystal Lakes, not having member or Association permission or a legitimate purpose, will be reported as criminal trespassing per Colorado Criminal Trespassing Laws (18-4-502, 18-4-503 and 18-4-504 C.R.S.).
- 14.2. Members are responsible for all actions of their guests, and for the admittance and exiting of such guests.
- 14.3. Unaccompanied guests must have a current letter of permission from the property owner
- 14.4. Members may have guests camping on their lot, provided approved sanitary facilities are available.
- 14.5. If guests are expected, and Association facilities will be used, the office should be notified in advance.
- 14.6. Renters and persons who have been leased a property are considered unaccompanied guests. (see para. 14.3)

15. HIKING

Hike any of the trails in Crystal Lakes at your own risk. Property owners who would like to “adopt” a hiking trail to check for proper signage and seasonal maintenance may contact the office.

16. HUNTING AND TRAPPING

- 16.1. No hunting, trapping or shooting is allowed on any property in Crystal Lakes.
- 16.2. 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.
- 16.3. 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.

- 16.4. This paragraph also does not limit the Manager from doing what is deemed necessary to protect Association property or the members.

17. LEGAL OPINIONS

- 17.1. If a legal opinion is needed by a Board member or the manager, it should be brought before the Board for approval.
- 17.2. If there is an emergency 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. (CLR&RA Board minutes August 15, 1998)
- 17.3. Any opinion received will be shared with all Board members as soon as possible after being received. (CLR&RA Board minutes December. 21, 1997)
- 17.4. At a meeting on July 10, 2004, the CLR&RA Attorney 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. (CLR&RA Board minutes August 21, 2010)

18. LIABILITIES

Members are 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.

19. MEMBERSHIP

All property owners are required to belong to the CLRRA.

20. MEMBERSHIP BADGES

- 20.1. 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.
- 20.2. 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 always be worn while fishing.

21. MEMBERSHIP INFORMATION

- 21.1. Property owners are responsible for notifying CLRRA if:
- 21.1.1. they have a change of address,
 - 21.1.2. a change of lot owners, or a transfer of property.

When a property owner sells a lot he/she 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 Crystal Lakes Associations Dues and Fees, for current fee).

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

22. 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 cap for each meeting, as established by the Boards. Special circumstances for regular meetings may be considered for reimbursement with Board approval. (Also adopted by the CLWSA Board 11-19-05) (CLR&RA Joint Board, August 21, 2010). 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.

23. PROCEDURES TO SELL LOTS ACQUIRED THROUGH FORECLOSURE

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

- 23.1. 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:
 - 23.1.1. Notification is received from the Association attorney that the property has been redeemed.
 - 23.1.2. Any outstanding liens, mortgages, etc. must be paid to clear title.
 - 23.1.3. A Sheriff's Deed will be received.
 - 23.1.4. The Manager will request two or three market analyses (estimates of value) from local real estate companies for the property.
 - 23.1.5. The Manager will recommend a fair market price to the Association Boards.
 - 23.1.6. The Boards of Directors will establish a price for the property.
 - 23.1.7. The property will be placed on the market in an open listing, giving all real estate offices the opportunity to sell it.
 - 23.1.8. 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.
 - 23.1.9. Board members and Association employees are prohibited from purchasing these properties prior to their being offered to property owners. (Joint Board Minutes October 18, 1997.)

24. PURCHASING

- 24.1. Any contracts for the Association or any expenditure over \$2,500 for the purchase of a single item or service for the Association shall have competitive bids from three (3) suppliers, if possible.
- 24.2. These bids will be reviewed by CLRRRA's Board of Directors and the bid award must be approved by the Board and documented in Board minutes.
- 24.3. The Board may approve a bid coming from less than 3 suppliers if a reasonable attempt was made to solicit a at least 3 suppliers with the RFQ.
- 24.4. The RFQ shall be posted on the Association's website. In addition, it may be mailed or emailed to previously approved suppliers and/or any other interested parties.
- 24.5. Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. To ensure objective supplier performance and eliminate unfair competitive advantage, suppliers that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- 24.5.1. Placing unreasonable requirements on suppliers for them to qualify to do business;
 - 24.5.2. Requiring unnecessary experience and excessive bonding;
 - 24.5.3. . Noncompetitive pricing practices between suppliers or between affiliated companies;
 - 24.5.4. . Noncompetitive contracts to consultants that are on retainer contracts;
 - 24.5.5. Organizational conflicts of interest.
- 24.6. For government funded purchases, CLRRRA is to use: Crystal Lakes Road And Recreation Association Government Funding Procurement Policy

25. 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 always asked to carry their current CLRRRA membership badges and to provide their guests with a current letter of invitation.

- 25.1. Property owners are required to display current physical year Crystal Lakes' vehicle sticker on the front windshield, passenger side, lower corner. Members or guests with a permission letter should obtain temporary guest vehicle stickers in the office. (see Para.14 "Guests")
- 25.2. ATVs, motorcycles, trail bikes and snowmobiles See CLRRRA Off-Highway Vehicle Policy for details.
- 25.3. When selling a vehicle, stickers must be removed from the windshield, and a replacement sticker picked up from the office for the new vehicle.
- 25.4. Drivers of vehicles without stickers will be considered trespassers and may be stopped at any time. (see para. 14.1)
- 25.5. General security patrolling services are provided by the Larimer County Sheriff's Office. Contact the CLRRRA office for information on private cabin security services.

26. SIGNS

- 26.1. No directional, real estate, "For Sale", "For Rent", or CLR&RA approved commercial 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.
- 26.2. Nothing herein shall be construed to prohibit a property owner, or the owner's agent from placing one (1) real estate, "For Sale", "For Rent", or approved commercial sign within the platted right-of-way on that individual's property for the purpose of advertising the property is for sale or for rent, provided no signs are placed on the traveled area of any road.
- 26.3. Commercial – Commercial signs are not allowed on the Associations' common property. Commercial signs must be approved by the CLR&RA and comply with size and format rules.

One (1) commercial sign may be placed within the platted right-of-way on that individual's property.

- 26.4. 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.
- 26.5. Temporary signs may be placed for five (5) days to announce an event such as weddings, parties, and celebrations, three (3) days prior to the event, the day of the event, and must be removed within one (1) day after the event. Maximum dimensions of a sign are 36" x 48". There is a limit of three (3) signs within Crystal Lakes placed at an intersection in the road right-of-way and/or the Associations' common property, and/or the individual's property. Fines will be assessed if the signs are not removed within the five (5) day limit. (CLR&RA Board minutes April 21, 2012)

27. SPEED LIMIT

- 27.1. The speed limit on all Crystal Lakes roads for all vehicles is 20 mph.
- 27.2. The speed limit in the parking areas at Basecamp/Wapiti Center, the Wapiti postal shed, and the campground is 10 mph.
- 27.3. Law enforcement can cite the following violations on private property such as Crystal Lakes:
 - 27.3.1. careless driving, as in speeding;
 - 27.3.2. reckless driving, as in doing "donuts" on an ATV;
 - 27.3.3. unsafe backing;
 - 27.3.4. driving under the influence (D.U.I.);
 - 27.3.5. and hit and run.

Members are expected to drive responsibly and are requested to report driving infractions to the Larimer County Sheriff's Department.

28. 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 are available in the Association office.

29. WALL DECORATIONS AND ARTWORK

To properly track ownership of wall decorations and all works of art on display in public areas of Crystal Lakes, such items shall either be purchased by the Association or donated as gifts (CLR&RA Board, minutes August 21, 2010).

30. WOODCUTTING

All property owners are encouraged to clear downed timber and thin timber stands on their lot. Members or contractors may be permitted to cut wood on Association property, provided they sign a waiver for liability.

The general public is permitted to cut wood on Association property only when there is a Board-approved program in effect.

31. CHANGES

- Paragraphs 7.1 through 7.7 (Campers...) have been changed
- Paragraph 9.6 added reference to Paragraph 24.
- Inserted sub-paragraph 14.1
- Added Paragraph 24, Purchasing
- Added this Paragraph

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.

CERTIFICATION

The undersigned, the Secretary of the Association, hereby signs to confirm that the above policy was adopted by the Board of Directors on the *16th. Day of February 2019*

Signed _____	<u>Robert Chesnut</u> _____
Signature	Printed