



MEMBER HANDBOOK

**RULES AND REGULATIONS
OF THE
LAKE ALMANOR COUNTRY CLUB**

LAKE ALMANOR COUNTRY CLUB

MEMBER HANDBOOK

RULES & REGULATIONS

Effective November 19, 2022

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1.0. MEMBERSHIP

1.1. Qualifications

1.1.1. Any lot owner and spouse/significant other with paid-up dues and assessments.

1.1.2. Single children, of qualified property owners, under 21 years of age.

1.1.3. Exceptions to the above must be approved by the General Manager.

1.1.4. Further information can be found in the current LACC Bylaws.

1.2. Identification. All members in good standing will be issued membership cards, which must be presented when requested by those in proper authority. Failure to do so could prevent use of facilities. Additional ID may be required.

1.3. Lists. A list of the membership of LACC is available to members for the cost of preparation. The member must certify, in writing, that the list will not be used for commercial purposes.

2.0. ACCESS TO LACC

2.1. General

2.1.1. Members are responsible for the conduct of their guests, renters, and other non-members while they are in LACC.

2.1.2. The Board of Control has the authority to restrict, or ban outright, an individual's access to LACC facilities or grounds if that individual is a non-member and violates LACC rules. Members are prohibited from knowingly providing access to non-members in violation of a Board of Control restriction or ban.

2.1.3. All vehicles granted access to LACC shall be issued a temporary pass. Vehicles found in LACC not displaying a valid temporary pass are subject to citation.

2.2. Members. Members may have access to LACC by one of the following methods:

2.2.1. Presentation of a membership card to the gate attendant, at which time a permanent pass or sticker may be issued. Membership cards are to be used only by the members. Cards found in possession of other persons will be confiscated.

2.2.2. Displaying a current LACC member's vehicle sticker or pass.

2.2.3. Use of an electronic gate card or radio frequency (RF) tag. There shall be no more than six gate cards issued per lot.

2.3. Renters

2.3.1. Short-term renters are defined as the same individuals renting the same home for 30 consecutive days or fewer. Short-term renters receive gate passes, which must be presented each time they enter the gates.

2.3.2. Long-term renters are defined as the same individuals renting the same home for longer than 30 consecutive days, and they will receive a vehicle pass. Registered year-round renters will receive LACC vehicle stickers, which must be permanently attached to their vehicles.

2.3.3. All members who wish to rent their homes must complete a "Renters Access Permit" annually. This permit must be completed before a member's tenants will be issued gate passes or allowed into LACC.

2.3.4. Members who rent their home short-term will be billed a weekly rental fee during each calendar year that their home is rented, as compensation to LACC for use of LACC facilities by such renters.

2.3.5. Members who rent their home long-term are not subject to the weekly renter fee.

2.3.6. All renters must complete a Renter Registration Form and pay the applicable renter registration fees before they will be issued gate passes or allowed into LACC.

2.3.7. Members are prohibited from falsely registering renters of their home as guests. Should members register renters of their home as guests, they will be charged the weekly rental fee, and in addition, they may be fined.

2.3.8. LACC members who rent a residence within LACC for their own use, are exempt from all LACC rental fees. In addition, the owner of a residence is not required to pay the weekly rental fee for the weeks when the residence is rented and occupied by an LACC member.

2.3.9. Short term renters are limited to the agreed-upon number of vehicles, as outlined in the Rental Access Permit.

2.4. Guests. A guest is anyone who visits a member or renter in LACC for any period of time without being charged any money. Members and renters may arrange access to LACC for their guests by one of the following:

2.4.1. Leave name of expected guests at the Clifford Drive gate in person or call 259-5320.

2.4.2. Short-term renters are limited in the number of overnight guests they may have, by the maximum unit occupancy as set by the owner, who is responsible for all of the actions thereof.

2.4.3. Unexpected guests of members will be permitted access only if the member can be contacted by phone to authorize entry.

2.5. Family Stickers

2.5.1. Members may authorize family stickers for immediate family members. Immediate family is defined as parents, siblings, children, and grandchildren. Friends and other relatives will be issued guest passes.

2.5.2. Multiple owners must designate one family to have membership privileges and vehicle stickers. The other owners will receive family stickers from the gate attendants.

2.6. Business Stickers. Contractors and realtors (and their employees) and other recipients of business stickers; may receive their stickers upon application at the Clifford gate. Business stickers are subject to the following restrictions: (1) will be honored from 7:00 a.m. through 6:00 p.m. Monday through Saturday, (2) will not be honored on Sundays or holidays, (3) heavy trucks, such as earth-moving equipment, construction delivery trucks, etc., will not be allowed to enter LACC after 5:00 p.m. on any day, and (4) all equipment

(not being left on site) and workers must leave LACC by 6:00 p.m. Any exceptions to the above must be approved by the General Manager or designee. Failure to comply with any LACC rule or regulation may result in revocation of entry privileges.

2.7. Others. Entrance to LACC may be permitted by the gate attendant on an individual basis.

3.0. USE OF FACILITIES

3.1. General

3.1.1. The Board of Directors may, by resolution: prohibit, restrict, or regulate the parking, stopping, or standing of vehicles at any facility which it owns or operates. No such resolution shall apply until signs giving notice thereof have been erected.

3.1.2. Vandalism, malicious mischief, or intentional misuse of LACC facilities or equipment, including entrance and exit gate equipment, is prohibited. The use of LACC facilities or road rights-of-way for unlawful conduct is prohibited. Violators are subject to fines, payment of restitution, and/or suspension of LACC privileges, and may be referred to Plumas County Sheriff's Department.

3.1.3. All lots in LACC are private property and trespassing is prohibited.

3.1.4. Members in good standing have full use of all facilities, except as restricted herein.

3.1.5. Guests and renters have limited use of facilities as listed in Sections 3.6 and 3.7.

3.1.6. Non-member contractors may use the clubhouse restaurant and bar, but no other facilities.

3.1.7. Outside organizations may use facilities only after obtaining an approved facility rental permit and paying applicable fees.

3.1.8. Use of alcoholic beverages by minors and use of illegal drugs by anyone are prohibited at all times.

3.1.9. No person under 18 years of age may loiter on any LACC property, including road rights-of-way, between the hours of 10:00 p.m. and 5:00 a.m.; unless the person is attending an LACC approved event, or is accompanied by an adult family member.

3.2. Roads, OHVs, and Golf Carts

3.2.1. Unless otherwise posted, the speed limit within LACC is 25 MPH.

3.2.2. The following section has been adopted by the Board of Directors as LACC Rules and Regulations. Violation of these rules may result in a fine.

12500	Unlicensed drivers
21461	Official traffic control sign or signal
21650	Right side of road - passing
21700	Obstructing drivers view or control
21703	Following too closely
21708	Fire hose (unprotected hoses)
21712B	Passengers in towed vessels
21712D	Driver towing vessel with passengers
21750	Overtaking vehicle
21751	Passing without sufficient clearance
21800	Uncontrolled intersections right of way
21801	Left turn at intersection
21802	Entering a through highway (from stop sign)
21806	Yield to emergency vehicles
21950	Pedestrian in crosswalk
21951	Crosswalk
21959	Ski or toboggan
22100	Right turns
22350	Basic speed limits
22454	School bus
22500	Parking unlawfully
22502	Park parallel
22510	Snow area
22519	Off street parking
23103	Reckless driving
23104	Reckless driving (cause bodily harm)
23109	Speed contest
23110	Throw substance at vehicle
23111	Throw cigarettes, etc. on highway
23112	Litter on highway
23113	Failure to remove immediately
23114	Spilling loads
23115	Rubbish vehicles
23116A	Driver allowing person in pick-up bed while vehicle is moving
23116B	Riding in pick-up bed
23120	Obstructed side vision
23127	Bicycle path
23128	Snowmobile
23130	Noise limit
23130.5	Noise limit (speed zone of 35 mph or less)
24002	Unsafe vehicles
24004	Unlawful operations

3.2.3. Parking

3.2.3.1. Parking of any vehicle in a manner which creates a traffic hazard or hinders the flow of vehicular or foot traffic is prohibited.

3.2.3.2. Parking on all paved roadways, at any time, and overnight at all common areas and access roads, is prohibited.

3.2.3.3. Parking of any vehicle, on either side of roadway, which hinders snow removal is prohibited.

3.2.3.4. Parking of any vehicle in the opposite direction of the flow of traffic is prohibited.

3.2.4. All motorcycles, mini-bikes, and other types of motorbikes must be operated within LACC in accordance with the motor vehicle laws of the State of California. The operators of any of the above vehicles must have valid class CM1 driver's licenses and the vehicles may be operated only on paved roads within LACC. Subject vehicles must have valid California registration certificates and current license plates.

3.2.5. Snowmobiles may not be operated within LACC except as authorized by the General Manager.

3.2.6. Off Highway Vehicles (OHVs) may only be operated on LACC roads with the following requirements (see Section 3.7.2. for operation of golf carts on the golf course):

3.2.6.1. Acceptable OHVs include ATVs and Sides x Sides for LACC roads are also defined as 4-wheel OHV base models. Sand buggies, Sand Rails, 3-wheel OHVs, and dirt bikes are **NOT** included in the acceptable OHV category.

3.2.6.1.1. OHV must be designed and operated in compliance with California Vehicle Codes and LACC rules.

3.2.6.1.2. OHV must be owned by and registered to a LACC member. Owners may only operate one registered OHV per property on LACC roads.

3.2.6.1.3. OHV must be registered for off-highway use in the state of residence of the LACC member. Residents of CA must be registered and have a "green" sticker. Out of state OHVs must be registered in the state of origin and comply with California's green sticker standard.

3.2.6.1.4. OHV must be registered annually by May 1st and adhere to a decibel meter (DBA) noise limit and test by LACC Security Department.

3.2.6.1.5. OHV registration is limited to 180.

3.2.6.1.6. Owners/members of previously registered OHV vehicles, which were originally included in the 180 maximum, must reregister by May 1st every year with the LACC Security Department, with proof of insurance, or they will no longer be included in the 180 maximum.

3.2.6.1.7. Member shall submit proof of liability insurance on the OHV in a form satisfactory to LACC at the time of registration.

3.2.6.1.8. OHV must clearly display a current LACC sticker as affixed by LACC staff at time of registration.

3.2.6.1.9. OHV must be operated on LACC roads by a person having and carrying a valid, state-issued driver's license.

3.2.6.1.10. Full-cage OHVs with seatbelts for each passenger will not require the wearing of a helmet; all occupants must be seated in an assigned, permanent manufacturer installed seat and seatbelts must be worn at all times. People on all-terrain type vehicles, such as quads and motorcycles, that are straddled must wear a CDOT approved helmet.

3.2.6.1.11. In addition to all other requirements, all such OHVs operated within LACC are subject to the same CVC traffic laws as those enforced for passenger cars and trucks. This includes, but is not limited to, speed limits, stop signs, reckless driving, etc. Violations will be stringently enforced and may involve fines and loss of use privilege.

3.2.6.1.12. OHVs may only be operated on the paved portion of a LACC roadway. OHVs may not be operated on non-paved roadways, recreation areas, beaches, lawns or other areas that affect others by causing noise, dust, and/or property damage.

3.2.6.1.13. Member-owner of OHV is responsible that their family members, guests and invitees operate said OHV in a safe and respectful manner in compliance with all laws and rules.

3.2.6.1.14. Damage done to LACC or private property caused by the use of such OHVs, regardless of the operator, is the responsibility of the member-owner.

3.2.6.1.15. In addition to fines addressed in the fine schedule, all violations of rules in this section will accrue to the member-owner of the OHV involved in the violation, regardless of the violating operator. The first offense would include a citation and fine. A second offense, within 2-years, would result in loss of use in LACC for one year; at the end of the one-year suspension, the member's position within the 180 OHV limit will be held, and the member may register his/her OHV. The third offense will result in permanent loss of use in LACC.

3.2.6.1.16. Member-owner will sign a waiver releasing LACC of all liability. Members and their

guests will operate these OHVs in LACC at their own risk. Members will sign a hold harmless agreement prepared by LACC at time of registration.

3.2.6.1.17. LACC shall create a waiting list for members who did not qualify for the 180 OHV limit.

3.2.6.1.18. If a currently registered OHV drops off of the list, the position held of 180 will be offered to the next member on the waiting list until the position is filled.

3.2.6.1.19. LACC shall place large signs at both gates warning OHV not to travel outside the club, or they may be fined and risk having their OHV impounded.

3.2.6.1.20. Rules Section 3.1.3. "Entering or leaving LACC property and/or to private property without prior authorization by the property owner(s) is trespassing and prohibited."

3.2.6.1.21. Members will not allow renters to use, drive, and/or operate their OHVs.

3.2.6.1.22. An appeal process will be applied if a guest uses a homeowner's OHV, with or without permission, and breaks the above terms.

3.2.6.1.23. Exclusions: OHVs, not used on LACC roads, are not part of the one registered OHV per household.

3.2.6.2. Golf Carts (Golf Cars)

3.2.6.2.1. Golf Cart must be owned by and registered to a LACC member.

3.2.6.2.2. Golf Carts must be registered annually with the LACC Golf Shop.

3.2.6.2.3. Member shall submit proof of liability insurance on the golf cart in a form satisfactory to LACC at the time of registration.

3.2.6.2.4. Golf Cart must display a current LACC off-road sticker as affixed by LACC staff at time of registration.

3.2.6.2.5. There is no limit to the number of golf cart registrations that will be accepted.

3.2.6.2.6. Golf Cart must be operated by a person having a valid, state-issued driver's license which must be carried by the person driving the golf cart.

3.2.6.2.7. All occupants of a golf cart must be seated in a permanently attached seat.

3.2.6.2.8. In addition to all other requirements, all golf carts operated within LACC are subject to the same CVC traffic laws as those enforced for passenger cars and trucks. This includes, but is not limited to, speed limits, stop signs, reckless driving, etc. Violations will be stringently enforced and may involve fines and loss of use privilege.

3.2.6.2.9. Member-owner of golf cart is responsible that their family members, guests, tenants and invitees operate said golf cart in a safe and respectful manner in compliance with all laws and rules.

3.2.6.2.10. Damage done to LACC or private property caused by the use of such golf cart, regardless of the operator, is the responsibility of the member-owner.

3.2.6.2.11. In addition to fines addressed in the fine schedule, all violations of rules in this section will accrue to the member-owner of the vehicle involved in the violation, regardless of the violating operator. Second offenses will result in a 30-day suspension of use privileges; a third offense will result in the revocation of use privileges for one year and any additional offense will result in a permanent loss of use privilege.

3.2.7. All unlicensed motor vehicles (with the exception of registered course-approved golf cars [see 3.7.2.4], LACC-owned vehicles, and LACC Mutual Water Company-owned vehicles) and all "other vehicles" must be registered with LACC Security and meet specific criteria to obtain and display current LACC stickers.

3.2.8. It is unlawful to blow, push, shovel, or in any way place snow from private property onto any LACC roadway.

3.2.9. Bicycles, mopeds, and golf cars have equal right of way with other vehicles. Inappropriate or unsafe use is prohibited.

3.2.10. Skiing, tobogganing, or sledding on or across any roadway is prohibited.

3.2.11. All persons under 18 years of age riding bicycles, skates, skateboards, or scooters on LACC roads and common areas are required to wear helmets.

3.2.12. Generally, all LACC road rights-of-way and lake access roads are 60 feet wide. Check surveyor's map in the LACC office for exceptions.

3.2.12.1. Members who landscape the area between their Property and the paved portion of the LACC road rights-of-way, do so at their own risk. These improvements may

be damaged or destroyed in the normal course of snow removal, maintenance, or road widening.

3.2.12.2. Members may construct driveways and parking areas on the LACC road rights-of-way with a permit issued in accordance with Section 6 of this Handbook.

3.2.12.3. Members may not erect any fences, rock walls, entrance gates, or lights; or make other improvements to the LACC road rights-of-way except those outlined in Sections 3.2.12.1 and 3.2.12.2.

3.2.12.4. No vehicle, trailer, boat, or equipment may be parked or stored on the LACC road rights-of-way during snow removal operations without a permit from the General Manager. Prior to issuing such a permit the General Manager may require the installation of special reflective markers to designate the location of vehicles parked or stored on the LACC rights-of-way.

3.2.12.5. Commercial vehicles may not park overnight on LACC road rights-of-way.

3.3. Docks, Buoys, Ramps, Personal Watercraft, and Watercraft Trailers

3.3.1. All LACC docks, buoys, and ramps are open to all members, guests, and renters. Other docks and buoys are private property for the use of their owners only.

3.3.2. All personal watercraft and watercraft trailers using any of these facilities must have current California registrations. Also, they must be registered with LACC and display current LACC stickers or docking permits.

3.3.3. Stickers for watercraft are to be affixed to the port side of the windshield. If there is no windshield, the sticker should be applied on the port side of the hull, next to the CF number. A docking permit should be visibly displayed. Stickers for watercraft trailers are to be affixed to the top of the trailer tongue.

3.3.4. Authorized non-members entering the Club with a personal watercraft must register it and pay the appropriate fee.

3.3.5. Watercraft trailer parking is allowed in designated areas only.

3.3.6. Parking of personal watercraft in any launching area is strictly prohibited. Tying up to the Rec. 2 docks is limited to a maximum of 30 minutes. Tying up to the Rec. 1 docks is limited to a maximum of 1 hour.

3.4. Recreation Areas 1 & 2

3.4.1. General

3.4.1.1. Recreation Areas 1 & 2 are open to all members, guests, and renters. (See Section 3.4.3 for large groups)

3.4.1.2. Recreation equipment (shuffleboard, volleyball, horseshoes, etc.) may be checked out from the tennis shop.

3.4.1.3. No open fires. Cooking is allowed with briquettes in authorized LACC B-B-Q pits. Personally owned briquette and propane BBQs are allowed.

3.4.1.4. Recreation areas are closed from 10:00 p.m. to 6:30 a.m. except when otherwise authorized by LACC.

3.4.1.5. Playing of loud music is prohibited without LACC authorization.

3.4.1.6. Music and alcoholic beverages are prohibited between 10:00 p.m. and 9:00 a.m. without LACC authorization.

3.4.1.7. Children, under the age of 13, shall not be left unattended in the recreation areas. Parents or guardians are responsible for the safety and behavior of their children.

3.4.1.8. All trash must be placed in proper trash receptacles.

3.4.2. Beach Areas

3.4.2.1. Swimming is always done at one's own risk.

3.4.2.2. When lifeguards are present, they represent the management of LACC and their instructions must be followed.

3.4.2.3. Swimming is prohibited in watercraft basins or launching areas.

3.4.2.4. Glass containers are prohibited on the beaches.

3.4.2.5. Personal watercraft are prohibited in the swimming areas, as defined by the swimming area buoy lines or courtesy dock.

3.4.2.6. Canopies and/or other personal items shall not be left on the LACC beaches, or any common area property, over night. The items will be confiscated and removed. LACC does not assume any liability for missing items.

3.4.3. Reservations

3.4.3.1. Reservations for large parties (12 or more) at the family BBQ areas must be made at the LACC office.

3.4.3.2. For members, a non-refundable use fee and a refundable cleaning deposit will be required at the time a reservation is made.

3.4.3.3. Outside organizations must be sponsored by an LACC member and a non-refundable use fee will be required in addition to the refundable cleaning deposit.

3.5. Fire Halls 1 and 2 are not under the jurisdiction of LACC and requests for use thereof should be submitted to the Peninsula Fire Protection District.

3.6. Tennis Courts

3.6.1. Use of tennis facilities. The following persons may use the tennis facilities after payment of appropriate fees:

3.6.1.1. All LACC members in good standing.

3.6.1.2. Family members. As defined under Section 1.1, LACC members must identify family members by name when the appropriate Annual Pass fee is paid.

3.6.1.3. Guests. A guest is defined as a person who is:

3.6.1.3.1. Accompanied by a member.

3.6.1.3.2. Unaccompanied by the member, and the member has reserved the court.

3.6.1.3.3. Family members other than those defined by Section 1.1.

3.6.1.4. Persons playing in approved tournaments.

3.6.1.5. Renters

3.6.1.6. Others, including approved high school tennis teams.

3.6.2. General Court Rules

3.6.2.1. Players must wear tennis shoes. No other shoe type is permitted.

3.6.2.2. Shirtless play is not permitted.

3.6.3. Reservations. There will be court reservations during the summer program (mid-June through Labor Day).

3.6.3.1. Reservations are made by contacting the tennis shop attendant, in person or by telephone.

3.6.3.2. LACC members may make reservations two days in advance.

3.6.3.3. Others may make reservations a day in advance.

3.6.3.4. The person holding a reservation must check-in with the tennis attendant at the shop before taking the court.

3.6.3.5. A no-show is obligated to pay a fee unless the reservation is cancelled with two hours notice.

3.6.4. Off-season play (day after Labor Day to mid-June) court fees may be paid by the purchase of an annual pass and a refundable key deposit, or daily key rental. Annual pass keys should be turned in at the tennis shop at the beginning of the summer season.

3.6.4.1. All courts will be kept locked. Day-use keys may be obtained and fees paid at the LACC office or the golf pro shop.

3.6.4.2. During the off-season months there are no court reservations. If there are players waiting, and there are no other courts available, those using the courts shall give up the court at the end of an hour and a half.

3.6.4.3. Purchase of an Annual Pass includes a key for use by anyone staying in the member's home.

3.6.4.4. Keys may not be loaned to anyone who is not staying in the member's home.

3.6.4.5. If the office is closed, fees should be paid by mail or use of the "honor box".

3.6.5. Fee schedules will be posted at the tennis shop by May 1st.

3.6.6. The LACC tennis committee will recommend rules and fees for approval by the LACC Board of Directors.

3.7. Golf Course

3.7.1. Use of facilities. The following persons may use the golfing facilities subject to the restrictions listed below and upon payment of the appropriate fees.

3.7.1.1. All LACC members in good standing. (Membership cards may be required.)

3.7.1.2. Guests. To qualify as a guest one must:

3.7.1.2.1. Be a guest of an LACC member. Must be playing with the member or the starting time has been made by the member.

3.7.1.2.2. Guests playing in a tournament sponsored by one of the four LACC Golf clubs and approved by the Golf Committee, will play at the member rate.

3.7.1.2.3. Be immediate family of a member who is not

in residence but who has filed the necessary request at the Pro Shop giving the immediate family member the right to make advance tee times and play at the guest rates.

3.7.1.2.4. Be multiple owners of the property and the member has filed the necessary request at the Pro Shop giving the other owner(s) the right to make advance tee times and play at the guest rates.

3.7.1.2.5. Any person paying rent to a member cannot be considered a guest of that member.

3.7.1.3. Guest Procedures. Members may arrange for their guests to play on the LACC course as follows:

3.7.1.3.1. The member makes a reservation for his/her guest and is present at the pro shop desk when the guest checks in.

3.7.1.3.2. The member makes a reservation and picks up a guest pass for his/her guest. The pass lists the member's and guest's names and the tee time. The guest turns this pass into the starter's desk at check in.

3.7.1.4. Non-members may make starting times beginning at 9:00 a.m. up to a week in advance of play.

3.7.1.5. Juniors

3.7.1.5.1. A junior golfer must be 17 years of age or younger to qualify for junior green fees.

3.7.1.5.2. From the beginning of the Memorial Day weekend through Labor Day, all juniors 10-13 years of age are restricted to starting times after 1:00 p.m. and must be playing with an adult. Children 9 years of age and under are not permitted on the golf course unless approved by the Director of Golf or the starter, and exhibiting acceptable golf skills.

3.7.1.6. Spectators. From the beginning of the Memorial Day weekend through Labor Day, no one is permitted on the course without paying green fees and having a bag of clubs. Exceptions to the above may be made by the starter on an individual basis. Non-golfers under 13 years of age shall not be permitted at any time.

3.7.2. Golf cars. Private golf cars may be operated on the golf course subject to the following restrictions:

3.7.2.1. All golf cars must be approved by the pro shop.

3.7.2.2. Before a privately-owned cart is used on the course; appropriate fees must be paid, a liability waiver signed and proof of liability insurance presented in a form acceptable to LACC.

3.7.2.3. Golf cars are limited to two riders and two golf bags per car.

3.7.2.4. A golf car is defined as a motor vehicle designed and manufactured primarily for operation on a golf course. All cars must fit all of the following specifications: maximum curb weight of 900 lbs. (including batteries or gas and all accessories), turf tires, and maximum speed of 15 MPH on the golf course.

3.7.2.5. No golf car, privately owned or LACC owned, may be driven on the golf course except by a licensed driver. See Section 3.2.6.

3.7.3. General restrictions and regulations

3.7.3.1. LACC members may request starting times seven days in advance. During the first half-hour the pro shop is open, reservations are accepted by telephone only. Non-members see Sections 3.7.1.3 and 3.7.1.4.

3.7.3.2. A phone call or personal appearance at the pro shop desk entitles a member to a reservation for one tee time only. A tee time consists of a single starting time for up to 4 people.

3.7.3.3. All players must check in 15 minutes before regular starting times and 30 minutes before shotguns, or risk cancellation.

3.7.3.4. Unless otherwise approved by starter, all rounds must begin at hole #1.

3.7.3.5. All players must check in with starter before playing hole #10 except during shotgun starts.

3.7.3.6. When heavy play demands, play may be limited to groups of four. Starter may combine singles and groups of two or three to accomplish this. Groups of more than four must be approved by the starter.

3.7.3.7. The Women's Golf Club, the Men's Golf Association, the 9-Hole Men's Golf Club, and the Women's Nine-Tee-Niners will play on days approved by the Golf Committee and the Director of Golf. Starting times are restricted. The starter may permit other groups to play as long as the integrity of the tournament is not compromised.

3.7.3.8. DRESS CODE: Appropriate golf attire, as defined by the Golf Committee and posted at the pro shop, must be worn on the golf course at all times. Players must wear shirts and shoes. Men's shirts must have a collar. Golf shirts with a mock turtleneck collar are acceptable. Women's shirts must have a collar or sleeves. No swimsuits, tank tops, halter-tops, see-through mesh shirts, cut-off shorts, or running shorts are allowed.

Shorts must be longer than mid thigh. No torn or tattered clothing of any kind is allowed.

3.7.3.9. All players must abide by USGA and posted local rules. Slow play will not be tolerated and may result in dismissal from the golf course and forfeiture of green fees.

3.7.3.10. Tournaments. All tournaments and shotgun starts must be approved by the Golf Committee. During July and August there shall be no "outside" tournaments. Also in those months, no LACC member (lot owner and spouse/significant other) may have more than two groups (6 or 7 guests) playing on any one day, unless approved by the Golf Committee.

3.7.3.11. No-Shows. Fines or penalties may be assessed for repeated no-shows.

3.7.3.12. Driving Range. Children under the age of 13 shall not be left unattended on the driving range. Parents or guardians are responsible for the safety and behavior of their children.

3.7.3.13. All member 20-play and 10-play punch cards, and visitor 10-play punch cards are issued for two consecutive seasons.

3.7.3.14. All 20-play and 10 play cards are issued for use by one single member or by two members residing in the same household and are non-transferable. (See Section 3.7.3.16). Play cards may also be used by family members and guests when playing with the member; however, this requires two punches for each nine-hole round. A member may use card for a family member who qualifies for junior rates with one punch per nine holes.

3.7.3.15. Seasonal unlimited play passes and trail fee passes are issued to one person only and are non-transferable. (See Section 3.7.3.16). Unlimited play passes may be used April 1 through December 31 for all play except Invitationals. Trail fee passes may be used at any time.

3.7.3.16. Unused passes and cards. If a member dies or suffers a serious injury or illness within three months of purchasing an annual play pass, trail pass, 20 play card, 10 play card or 20 trail card a written appeal may be made to the Director of Golf for a prorated refund or credit toward the following year's golf fee. In the case of injury or illness, this appeal must be accompanied by a physician's verification as to the member's inability to play golf. The Director of Golf has the authority to approve or deny the request.

3.7.4. Winter Restrictions. Alpine skiing, Nordic skiing, and other winter sports (excluding snowmobiling) are permitted on the golf course fairways and roughs only.

There must be a minimum of 12" of snow cover. Under no circumstances are winter sports or foot traffic allowed on the greens, the tees, or in the bunkers.

3.8. Clubhouse. The LACC Clubhouse may be reserved by a group for an event by obtaining a permit at the LACC office.

3.8.1. LACC sponsored events must be open to all members. No fee or deposit is required for these events and no fee is required for events held by LACC sponsored groups.

3.8.2. The LACC Clubhouse may be reserved for private parties or functions. Private groups must be sponsored by an LACC member in good standing. A fee and a deposit are required for private parties and functions. Parties and functions may not close the bar to LACC members. No private parties or functions which close the restaurant to use by members are allowed on Saturdays during July and August without General Manager approval.

3.8.3. Outside groups or organizations may reserve the Clubhouse with the approval of the General Manager. Parties and functions may not close the bar to LACC members. Outside groups must pay a non-member fee and a deposit. No outside parties or functions, which close the restaurant to use by members, are allowed on Saturdays during July and August without General Manager approval.

3.8.4. In addition to securing a permit from the LACC office, persons reserving the clubhouse during the summer season must coordinate their events with the clubhouse liaison. The clubhouse liaison is the person designated by the General Manager to coordinate clubhouse events. During the off-season, reservations shall be coordinated with the LACC office.

3.8.5. During the summer season, when the Clubhouse is open for food service, members may use the Clubhouse for committee meetings, card parties, and other small informal gatherings prior to 2:30 p.m. each day. The Clubhouse may be used for these purposes after 2:30 p.m. only with the permission of the restaurant concessionaire or the General Manager.

3.8.6. An LACC security guard is required to be present for all non-LACC sponsored events at which more than 100 people are expected to attend and where alcohol will be served. The cost of providing the security guard shall be borne by the group sponsoring the event. Smaller events or events where alcohol is not served may be required to hire a security guard if deemed necessary by the General Manager.

3.9. Concessionaires. No concessionaires will be permitted within LACC without the approval of the Board of Directors.

3.10. LACC Equipment and Buildings

3.10.1. No LACC equipment (other than recreation) may be loaned, rented, or used for other than LACC work, without

approval of the General Manager.

3.10.2. Persons who dump any material, soil, or debris on LACC property without authorization, are liable for fines.

3.10.3. Smoking is prohibited in all LACC buildings.

4.0. RESTRICTIONS

4.1. Animal Control

4.1.1. Dogs belonging to members, their guests, and long-term renters (longer than 30 days) must be properly registered in Plumas County or county of permanent residence.

4.1.2. Dogs belonging to all others, including, but not limited to, short-term renters (30 days or less), contractors, and general public attending special functions, are prohibited from entry into LACC. The General Manager may approve exemptions for animals which provide essential assistance to their owners.

4.1.3. On owner's property, dogs must be kept under positive, personal control or contained on the property. Dogs must be under leash control at all other times. While dog is off of owner's property, it is the responsibility of the owner to remove and properly dispose of all fecal matter from LACC and private property. Owners should be in possession of a device capable of transporting said material to a proper disposal location.

4.1.4. Dogs are not allowed on the golf course, tennis courts, or in the recreation areas (except for the paved portion of Beach Road).

4.1.5. Only animals commonly referred to as household pets are allowed in LACC. No livestock, horses, chickens, etc., will be permitted.

4.1.6. DO NOT FEED THE DEER.

4.2. Weapons.

4.2.1. Weapons, including BB guns, pellet guns, bows and arrows, etc., may not be discharged within LACC.

4.2.2. Hunting, including use of bow and arrow, is prohibited within LACC.

4.3. Garbage/Refuse

4.3.1. Household garbage placed along any roadside for collection must be in tightly covered animal-proof containers. Plastic trash bags and open containers are permitted for yard refuse only.

4.3.2. Garbage containers shall not be placed at the roadside earlier than 24 hours prior to the day scheduled for collection and shall be removed from the roadside within 24 hours of garbage pickup.

4.3.3. Owners are responsible for providing their tenants, renters and guests with proper garbage/refuse containers,

adequate garbage/refuse disposal service, and for insuring compliance with the regulations pertaining thereto.

4.3.4. Part-time and seasonal residents may purchase garbage tags from Feather River Disposal, the LACC office, or the Clifford Drive gate. These tags shall be attached directly to the garbage container and will provide for intermittent trash pick-up. Purchaser's LACC street address shall be written on the tag.

4.3.5. If garbage or refuse placed for collection or located on the owner's lot has been scattered, it's the owner's responsibility to clean up the garbage debris not later than midnight the day of the event, or the owner will be billed to cover the cost of cleaning the debris in addition to any applicable fine or penalty. When containers have been left by the roadside without a tag, and no arrangements have been made with Feather River Disposal, the containers will be emptied by LACC and the owner will be billed to cover the cost of disposal in addition to any applicable fine or penalty.

4.3.6. Owners will be held responsible for the cleanliness and appearance of construction sites and adjacent roadways.

4.3.7. No rocks, dirt, refuse, garbage, and/or construction materials, shall be deposited on any roadway, common area, easement, or any other LACC facility without written authorization signed by the general manager or maintenance manager and posted at the location.

4.4. Trees

4.4.1. The General Manager shall retain a tree inspector. The tree inspector shall monitor the overall condition of all trees within LACC. He/She shall have the authority to issue tree removal orders for dead, diseased, and potentially hazardous trees. When requested, and pursuant to Section 4.4.6., he/she also may approve the issuance of a permit for thinning trees on vacant lots to reduce fire hazards and improve forest health.

4.4.2. It is the owner's responsibility to cut down trees which present a hazard to life or property.

4.4.3. Dead, Dying, Insect-Infested, Downed Trees. All dead, dying, insect-infested and downed trees must be promptly cut and removed from Lots (improved and vacant) when noticed or as required by LACC or Peninsula Fire District.

4.4.4. Property owners who do not promptly respond to or comply with an order by LACC or Peninsula Fire District to remove a tree or trees shall be subject to fines as established by the Board of Directors.

4.4.5. Property owners who receive tree removal notices between November 1 and April 1 shall have until April 30 to

remove noticed trees.

4.4.6. Trees on Vacant Lots. No trees may be cleared from a vacant lot prior to a set of building plans for the lot being approved by the Architectural Review Committee. Clear cutting is prohibited. An exception may be made by the General Manager (based on a written request from the member) where it is clear that tree thinning is recommended for the purpose of reducing fire hazards or improving forest health (the General Manager may require written documentation from a licensed forester, Peninsula Fire District or other knowledgeable authority).

4.5. Property Condition. All members are required to maintain their properties in a neat and clean condition and free from fire and other hazards.

4.5.1. Property must be maintained so as to not be an unreasonable annoyance or nuisance to other owners. The Board of Control has the authority to: fine, levy a weekly assessment until the property is brought into compliance, or bring the property into compliance and bill the owner(s) accordingly.

4.5.2. Notice will be given to the owner(s) when a complaint has been filed against them in accordance with Section 4.5.1. If the matter is not rectified within 30 days a citation will be issued.

4.5.3. County, state, and public agency ordinances and laws are enforced by the appropriate public agencies.

4.5.4. Septic systems must be inspected and/or pumped within 6 months prior to the change of membership and the information forwarded to the administration office and disclosed to the new member. Exceptions may be approved by the General Manager or his designee.

4.6. Noise Control. Objectionable noises such as, but not limited to, loud music, barking dogs, etc. are prohibited. "Quiet time" begins at 10:00 p.m. each day, except the Saturday of Memorial Day weekend, the Saturday of Labor Day weekend, Independence Day and New Year's Eve. On those four days, "quiet time" will begin at Midnight.

4.7. Camping. Camping anywhere within LACC is prohibited.

4.8. Renters. During their stay in LACC, short-term renters and their guests shall not occupy, or live in, or use as living or sleeping quarters any: recreational vehicle, tent trailer, house trailer, motor home, or any other portable sleeping facility.

4.9. Rental of Guesthouse. Members who own property with a guesthouse, in addition to the main residence, are prohibited from the following:

4.9.1. Renting the principal residence to one person while

renting the guesthouse to another person.

4.9.2. Renting the guesthouse to another person while the member and/or his family reside in the principal residence.

4.9.3. Renting the principal residence to another person while the member and/or his family reside in the guesthouse.

4.10. Business Activities. Any residence or lot within LACC (other than those owned by LACC, public utilities, or properties delegated for the common good of the membership) in which a business is conducted in a manner that actively solicits and encourages the on-site visitation of customers for the purpose of conducting said business, shall be identified as using the property for non-residential purposes, and therefore is prohibited.

4.11. Commercial Signs. No commercial signs, of any nature, shall be permitted within LACC.

4.12. FOR SALE Signs on Personal Property.

4.12.1. FOR SALE signs on personal property shall not be larger than 15" x 19" and shall be similar in appearance to those normally sold in variety stores.

4.12.2. Motorized vehicles, equipment, trailers, and boats, displaying one FOR SALE sign each, may be parked outside the member's house; but shall not be parked on roadways or other LACC property. FOR SALE signs must be attached to or placed on the items for sale.

4.12.3. The display of personal property for sale, other than that described in Section 4.12.2 and 4.16, is limited to the inside of the member's dwelling and/or garage.

4.12.4. The seller of personal property within LACC must make arrangements for gate entry of each prospective buyer who is not an LACC member.

4.13. FOR SALE Signs on Real Property

4.13.1. Real Property signs shall be a maximum of 12" high and 24" wide and 1" thick. Each sign shall have "FOR SALE" printed in 3" letters on the top of one side of the sign. Each sign shall also have a telephone number printed in three-inch letters on the bottom of the same side of the sign. Each sign may also have two lines of 1" letters in the center of the sign. These two lines of 1" letters may give the agents name and address or provide other information. The sign shall have white lettering on a dark brown background. The white lettering shall be ACE 102A100 White or equivalent. The dark brown shall be ACE Oxford Brown or equivalent. Signs may also have a 3/4" white border around the perimeter of the sign.

The signs may be constructed of any material which conforms to the above size and color requirements. Posts for the

signs should be no larger than 3" square and should be a dark color or natural wood.

Real property FOR SALE signs may be placed only on the property which is for sale. Each piece of property may have only one FOR SALE sign except that corner lots may have two signs.

One SOLD sign, no larger than 6" high by 18" wide, with white background and red lettering, is permitted to be displayed on an approved FOR SALE sign. The sign may be used only on a property that has been sold, and only during the escrow period.

4.13.2. A box to distribute property brochures or flyers may be used on real property for sale as follows:

Brochure boxes must be of clear plastic with a closed lid. The words "TAKE ONE" in letters no larger than 3" shall be permitted on the boxes. No other wording, graphics or advertising is permitted. The overall brochure box dimensions shall not exceed 15" in height, 12" in width, and 3" in thickness. Flyers shall be on white paper stock. Lettering and graphics may be in color but background must remain predominantly white. When possible, the brochure box shall be placed on the same post as the FOR SALE sign. If such placement makes access impractical, the brochure box may be placed on a separate post that is dark in color and does not exceed 3" square. The box shall not be located so as to hinder or impede traffic or maintenance activities.

4.14. Political Signs

4.14.1. Political signs are those posted to influence members to vote for or against a candidate, proposition, or other proposal in a local, county, state, or federal election.

4.14.2. One sign or one banner per political issue will be allowed to be posted on a member's private property. Signs or banners may not be posted in the LACC common areas, including LACC rights-of-way.

4.14.3. Signs shall not be offensive in nature.

4.14.4. Signs shall not be larger than 9 square feet. Banners can be no larger than 15 square feet.

4.14.5. Signs shall not be posted more than 30 days prior to, and shall be removed within 5 days following, the election for which the signs are posted.

4.15. Soliciting. No door-to-door soliciting is permitted in LACC, except for LACC resident school children conducting fundraisers.

4.16. Garage Sales. Garage Sales may be held at member homes. The member must complete a form with the office or

security gate stating when and where the sale will be held. The member is responsible for anyone who enters the Lake Almanor Country Club to attend the garage sale. One sign may be posted on the member's property during the sale only. Garage Sales may not run for more than three consecutive days, at a time. Items for sale must be contained on the member's property and not on any LACC property, including the road right-of-way. Between sale dates, items must be stored inside a member's dwelling or garage.

5.0. FIRE AND ACCIDENT REGULATIONS

5.1. Burning Regulations. All burning must be conducted safely and in accordance with Peninsula Fire Protection District's restricted burning regulations as well as LACC rules contained in this section. Violators will be cited and subject to fines.

5.1.1. Open Burning:

5.1.1.1. is normally permitted from May 1 to July 1 with a burn permit issued by the Peninsula Fire Protection District and verbal permission from Environmental Health Air Quality Control Board - 530-258-2588. (Air Quality Control determines Permissive Burn Days).

5.1.1.2. is normally permitted from the end of the fire season (as declared by the State of California) to April 30, with no fire permit required (check with Air Quality Control).

5.1.1.3. is prohibited from July 1 to the end of the fire season.

5.1.1.4. the following additional rules pertain to open burning at all times:

5.1.1.5. must call Security at Clifford Gate with the date and time when you will be burning.

5.1.1.6. each debris pile being burned must be no larger than 4 feet x 4 feet.

5.1.1.7. area within 10 feet of the outer edge of the burn pile must be maintained free and clear of all flammable materials and vegetation (including tree canopies).

5.1.1.8. a water supply must be kept at the burn site.

5.1.1.9. a responsible adult must be in attendance with a shovel until the fire is completely extinguished (watered down and out).

5.1.1.10. no burning shall be done unless weather conditions (particularly wind) are such that burning can be considered safe.

5.1.1.11. burning will start no earlier than 7:00 am and fire must be completely out no later than 4:00 pm (unless other hours are in effect per Peninsula Fire Protection District).

5.2. Fire Emergency Procedures (As required by the Peninsula Fire Protection District.) The LACC Disaster Preparedness Plan is available in the LACC office.

5.2.1. In case of fire call 911.

5.2.2. Residents should not try to leave the Peninsula during a fire or emergency until directed to do so by the appropriate fire or police agency.

5.2.3. All residents should remain at their homes during all major fires and disasters. If evacuation is required, residents will be advised by the appropriate authority.

5.3. Accident Emergency Procedures

5.3.1. For rescue or ambulance service call 911.

5.3.2. For an automobile accident call 911 or LACC Security at 259-5320.

5.4. Other Emergencies

5.4.1. LACC Security Patrolmen may be reached at 259-5320. Hours as posted and subject to change.

5.4.2. Plumas County Sheriff's Department may be reached at 258-3111, or for emergencies by dialing 911, 24 hours a day.

5.5. Fireworks. Fireworks are prohibited in LACC and violators will be reported to the Peninsula Fire District and/or Plumas County Sheriff's Department. Citations and fines may be assessed by LACC.

5.6. Open Burning. During the period of unrestricted burning (close of the fire season to April 30), all open burning must be conducted safely, reasonably, and with concern for neighbors in the LACC community, and in accordance with Peninsula Fire District restricted burning regulations. No permit is required for unrestricted open burning. Violators will be cited and subject to fines.

5.7. Firewise Regulations for Vacant Lots. It is the intent of the association to adopt a series of regulations and standards, in conjunction with the Peninsula Fire District, with the goal of reducing the threat of a community-wide loss due to wildfires. This will be accomplished through rules included in this handbook as well as member education of Best Practices. Members should be aware that they may also be subject to other laws from other jurisdictions and violations of this section may subject Owners to fines as adopted by the Board of Directors.

5.7.1. Waste Material. Accumulation of wastepaper, hay, grass, straw, weeds, litter, combustible/flammable waste material, waste petroleum products or rubbish of any kind shall not be permitted to remain upon any vacant lot. All weeds, grass, vines or other growth, when same endangers property or is liable to be fired, shall be cut down and removed by the Owner or Occupant of the vacant lot. Environmental factors may be taken into consideration.

5.7.1.1. Dead Vegetation. Remove all dead vegetation, dead manzanita and pine needles.

5.7.1.2. Tree Trimming. Trees between 10 feet and 50 feet tall must have all limbs removed at least 3-4 feet up from the ground. Trees taller than 50 feet must have limbs removed at least 10 feet up from the ground.

5.7.1.3. Tall/Dead Grass. Mow or cut tall/dead grass and promptly remove.

5.7.1.4. Debris Piles. All debris piles must be promptly removed.

6.0. ARCHITECTURAL AND CONSTRUCTION REQUIREMENTS

6.1. General

Article V of the Covenants, Conditions and Restrictions (CC&Rs) mandates that all construction within LACC shall conform to Plumas County codes and regulations and to all building rules, regulations, restrictions, and roadway construction standards established and/or adopted by LACC.

6.2. Architectural Review Committee

6.2.1. Composition. The Architectural Review Committee is established pursuant to the CC&R requirements for review and approval of plans prior to the start of construction. The committee consists of a chair appointed by the President of the Board of Directors and not fewer than four additional voting members in good standing, appointed by the chair. The LACC General Manager, or an appointed staff representative, shall serve as a non-voting member.

6.2.2. Meetings. The Committee meets when called by the chair, or otherwise as required by LACC policy or regulations. Committee meetings are for the purpose of voting on controversial matters and to consider other duties and responsibilities regarding the enforcement of Section 6.

6.2.3. Quorum. A quorum consisting of three voting members is required for conducting official business. Official actions are taken only on a majority vote of the members in attendance.

6.2.4. Duties and Responsibilities. The Committee's specific duties and responsibilities are to: (1) review and approve plans to ensure conformance with the requirements of this section, including the CC&R architectural requirements, (2) meet with applicants as necessary to discuss problems, (3) submit written reports to the LACC office on each application, (4) investigate reports of suspected violations of Section 6, and issue notices of correction to offending parties as appropriate and necessary in each case, (5) request citations be issued to those who are responsible for making a correction and fail to do so within a reasonable length of time, (6) prepare and present reports to the Board of Directors (7) prepare proposed changes in the rules, regulations, standards, and procedures, and (8) implement the changes after approval by the Board of Directors.

6.2.5. Committee Reports. The Architectural Review Committee shall render an official report on each application, signed by two voting committee members and the LACC General Manager (GM) or the GM's appointed representative. In the event the application is not approved, it shall be referred to the full Committee for official consideration. The applicant may be notified and invited to attend this meeting.

6.2.6. Appeals. Any applicant who is dissatisfied with the final decision of the Architectural Review Committee may appeal to the Board of Directors.

6.3. Applications and Permits

6.3.1. Application Forms. Application forms and information sheets are available at the LACC office, 501 Peninsula Drive, Lake Almanor, CA 96137.

6.3.2. Application Fees. A schedule of application fees for various types of work has been adopted by the Board of Directors and copies are available at the LACC office. A construction fee is required for each project. The purpose of this fee is to assure completion of work in accordance with the approved plans, repair of any damage to LACC property that may occur during the construction process, and to help defray the cost of wear and tear on LACC roads from heavy trucks and equipment during construction. No portion of the application fee will be refunded after the Architectural Review Committee has reviewed the plans. When construction has been completed, with no violation of LACC construction rules, and upon receipt of Notice of Completion from Plumas County, a copy of the approved as-built septic permit, repair of any damage to LACC property, cleaning, and inspection by LACC, an appropriate refund will be made. Any combination of various types of permit work described herein may be applied for at any one time using a combined set of plans. If a single permit is granted, only the one highest fee is required.

6.3.3. Permits. Application for a permit and approval of plans by the Architectural Review Committee is required prior to any new or replacement construction work on houses, additions, garages, carports, guesthouses, living space in garages, interior modifications of guesthouses, guestrooms in garages, storage sheds, decks, outside staircases, trams, re-roofing (if there is a change in type of material or color), and/or any work for which a Plumas County building or septic system permit is required. Application and plan approval are also required for exterior repainting projects (if different from original color), fences, dish antennas larger than 39" in diameter, high lumen yard lights, driveway improvements, underground tanks, trenching, retaining walls, and any work within the LACC road rights-of-way.

All permit work described herein may be handled by separate applications and permits, or incorporated into one set of plans and one permit. Permits authorizing the work to proceed will be issued by the LACC office after the plans are reviewed and approved by the Architectural Review Committee.

Permits pertaining only to encroachment work within the LACC road rights-of-way, such as utility and pipeline installations or driveway improvements, may be issued by the LACC office without referral to the Architectural Review

Committee. Each permit shall specify the special requirements to be met, that are unique to the particular project, as well as the LACC general permit requirements. The forms necessary for the issuance of permits and for informing permit applicants about LACC procedures, standards, and permit requirements shall be prepared by cooperative effort of the Architectural Review Committee and the General Manager. The details of administration of the permits and the permit processing shall be handled by LACC management.

6.4. Plans

6.4.1. Plan Approval. Approval by the LACC Architectural Review Committee is required for plans for all structures to be built in LACC, before applying to Plumas County for a Building Permit. No work will be permitted without LACC approval. LACC may check the work during construction for the purpose of ensuring compliance with the CC&Rs and LACC rules and regulations. LACC shall not have any responsibility, right, or authority to determine specific compliance with Plumas County or State of California Code requirements. In the event LACC requirements are more restrictive than those of Plumas County or the State of California, the LACC requirements shall apply. The lot owner shall be responsible for the accuracy of the plans and lot lines, and compliance with the minimum setback requirements.

6.4.2. Plan Requirements. Plans drawn to appropriate scale submitted to LACC for approval shall include: (1) a dimensioned plot plan 8 1/2" x 11" or larger, (2) foundation plan, (3) floor plans of all floors showing the details of construction from the foundation through the roof, (4) exterior elevations, (5) description or samples of the types and colors of roofing and siding, and (6) details of driveway construction. See LACC office handout material for further details about preparation of plans.

6.5. CC&R Construction Requirements. The following seven subsections are quoted from Articles VI and VIII of the 2001 CC&Rs.

6.5.1. "Section 6.01. Single Family Residences. Not more than one (1) single family residence and one (1) guest house may be constructed on any one (1) Lot. The main residence shall be the first to be constructed, excepting as approved by the Architectural Review Committee."

6.5.2. "Section 6.02. Submission of Plans to Lake Almanor Country Club. Plans of the residence, guest house, fences, and/or appurtenant buildings submitted to the Architectural Review Committee shall include floor plans, exterior elevations, plot plan, easements and foundations; shall be to scale; and shall contain enough information as to clearly show what materials will be used in the proposed structure. There shall also be included in the plans an elevation showing the highest point of the structure in relation to the actual topography of the lot. These plans must be submitted to the Architectural Review Committee and approval thereof

obtained prior to start of construction."

6.5.3. "Section 6.03. Living Area. The Architectural Review Committee shall approve no plans for a residence containing less than seven hundred fifty (750) square feet of living area on the main floor in multiple story residences and no less than one thousand (1,000) square feet of living area on the main floor in one-story residences."

6.5.4. "Section 6.04. Time Limit and Materials. The exterior of the building shall be completed within one (1) year of the date of starting construction. All exterior materials shall be new. Metallic roofing, siding and diverters will be permitted when such are color coated by the manufacturer with an approved nonglare material. Exterior walls below floor line shall be enclosed unless the foundation structure is designed especially for architectural appearance."

6.5.5. "Section 6.05. Compliance with Lake Almanor Country Club Rules and Building Codes and Regulations. All construction, including plumbing and sewage facilities, shall conform to Plumas County, California Codes and Regulations, in addition to any and all building rules, regulations, and restrictions and ACR's established and/or adopted by the Country Club pursuant to Section 5.05, above."

6.5.6. "Section 8.01. Residential Use. All Lots within the subdivision, other than those owned by LACC, public utilities, or properties delegated for the common good of the membership of the association, shall be used for residential purposes only."

6.5.7. "Section 8.10. Recreational Vehicles. No recreational vehicle shall be permitted as a residence on any lot within Lake Almanor Country Club, except as hereinafter provided. During a one (1) year period, while the residence is under construction, the owner's family may live in a recreational vehicle on the lot if it is in all respects acceptable to the Architectural Review Committee and approved by the Plumas County Sanitarian. Recreational vehicles may be permitted on Lots within Lake Almanor Country Club on which permanent residences have been completed and may be used in lieu of guest houses if the same are in all respects acceptable to the Architectural Review Committee and the Plumas County Sanitarian."

6.6. LACC Architectural Construction Requirements

6.6.1. Guesthouses

6.6.1.1. Definition. Guesthouses referred to in paragraph 1 of the CC&Rs shall mean any living and/or sleeping space not constructed as an integral part of the main residence with continuous foundation, common wall(s), and interconnecting door(s). For purposes of these regulations the term "guesthouse" shall include living or sleeping space in, above, or below detached garages and

any other adjacent enclosed space not intended for vehicular or boat use. No cooking facilities are permitted.

6.6.1.2. Area. Guesthouses shall be constructed according to Plumas County standards and regulations and may not exceed 1200 sq. ft. in size. Any second-story guesthouse must meet all LACC setback requirements and must be a minimum of 10' from the side property line and 20' from the front property line.

6.6.1.3. Rental. The owner of the property containing a proposed guesthouse shall enter into a legal agreement with LACC which regulates the use of the guesthouse. (See Section 4.9)

6.6.2. Pre-Assembled/Pre-Cut Structures. Pre-assembled structures and/or modular homes are prohibited. (Other than storage sheds less than 120 sq. ft.) Pre-cut structures and panel construction homes are permitted.

6.6.3. Sanitation Facilities. County approved sanitation facilities (such as chemical toilets) are required at all building sites during construction. Owner is responsible for providing space off LACC road rights-of-way.

6.6.4. Garages. Garages or other approved structures must be built simultaneously with, or subsequent to, the construction of the main residence.

6.6.5. Maximum Height. The overall height of any structure measured from grade shall not exceed 35 feet. LACC will furnish a structure-height drawing with the permit application.

6.6.6. Exterior Colors. For new construction projects, and repainting (if different from original color), the exterior color selection shall be approved by the Architectural Review Committee. Exterior colors should blend with the environment.

6.6.7. Minimum Property Line Setbacks. LACC will furnish a setback drawing with the permit application.

STRUCTURE	FRONT	SIDES	REAR
*One-story house	20'	5'	15'
*Two-story house	20'	10'	15'
Three-story houses	20'	15'	15'
One story garage	20'	5'	15'
or	10'	10'	15'
Two-story garages	20'	10'	15'
Ground-level decks	20'	5'	5'
Second-story decks	20'	5'	10'
Third-story decks	20'	10'	15'
Storage sheds	20'	5'**	15'
Carports	(same setbacks as garages)		
*Includes guesthouse	**10 feet is preferred		

6.6.7.1. Deck and Staircase Setbacks. All uncovered outside decks and staircases must conform to the deck setback requirements. All covered decks and staircases are considered integral parts of the structure and must meet the above listed setback requirements for both houses and garages.

Ground-level decks must not exceed 30 inches above ground at any point. Ground-level decks on lake front lots (only) may be extended to the rear property line. In all cases where ground-level decks are more than 30 inches high at any point, they shall comply with Plumas County handrail and structural requirements.

Rear lot decks on lots backing up to the golf course must comply with the rear setbacks described in Section 6.6.7.4.

6.6.7.2. Corner Lot Setbacks. Corner lots are deemed to have two frontages. All structures on such lots shall be set back a minimum of 20 feet from each property line, provided, however, the front of a one-story garage (or carport) may have a 10 foot, minimum, setback.

6.6.7.3. Setbacks for Combination Two and Three-Story Structures. The minimum sideline setbacks for each side of multi-story houses containing two stories on one side and three on the other apply separately to each side containing the additional stories.

6.6.7.4. Golf Course Setbacks. The exterior walls of structures bordering the golf course shall be set not less than 40' from the golf course property line. Decks and outside staircases shall not be any closer than 30 feet from the golf course property line.

6.6.7.5. Corner Stakes and Line-of-Sight Viewing. In the event property corner stakes that are essential for determining setbacks are missing or disturbed, they shall be reset by a licensed surveyor, at property owners' expense. If line-of-sight viewing from one property corner to another is obstructed by trees or terrain, an offset line or a surveyed property line may be required.

6.6.8. Time Limit - LACC architectural permits are good for two years and a maximum of two, one-year extensions may be requested, at a \$250 charge each. After two years, without approved extensions, 10% of the refund amount will be lost each month until the project is completed.

6.6.9. Work Hours and Noise Restrictions. There shall be no exterior construction work that creates a noise disturbance between the hours of 6:00 p.m. and 7:00 a.m. This prohibition pertains to all types of work including building construction, earth moving, tree falling/cutting, etc. The restriction applies to property owners as well as

contractors.

6.6.9.1. Owners, Family Members, Guests and Renters may not conduct noisy construction work on Sundays or holidays. This includes the use of nail guns, air compressors or any other noise-making equipment, including hammers and loud radios. Any exceptions must be approved by the General Manager or designee.

6.6.10. Exterior Lights. All exterior lights shall be installed in such a manner (hooded, if necessary) as not to be an annoyance to neighbors and roadway users.

6.6.11. Fences. All fences are discouraged. Three kinds of fences may be allowed. They are decorative, protective, and propane screens.

6.6.11.1. Decorative Fences. Decorative fences are fences or entrance gates, which do not qualify as protective fences or propane screens. They are subject to the following limitations and restrictions:

(1) may be no more than 4' in height above existing grade, (2) must be 50% or more open, (3) must not interfere with the view across the owner's lot, (4) must be approved by the Architectural Review Committee in regards to their color, form, and material, and (5) barbed wire is prohibited.

6.6.11.2. Protective Fences. Protective fences are subject to the following limitations and restrictions:

(1) limited to 6' in height, (2) must be painted a dark color or covered with a dark colored vinyl, (3) must be chain link. Other protective fence material may be substituted for chain link provided it is approved by the Architectural Review Committee. The committee will only approve protective fence material which does not restrict views across the member's property any more than does chain link fencing; and 4) barbed wire is prohibited.

6.6.11.3. Propane Screens. Propane screens are fences whose sole purpose is to surround and screen a propane tank. Propane screens may be no more than 1' higher than the top of the propane tank.

The fire department regulates the material that can be used to construct propane tank screens. Members who are planning to construct a propane tank screen should contact the Peninsula Fire Protection District

to ensure the proposed screen conforms to fire code regulations.

6.6.11.4. Application for Permit. An application for a fence permit should include the following: (1) a dimensioned plot plan of the owner's full lot showing the lot lines and all structures on the lot (existing and planned), the respective property line setbacks, and the

location of the proposed fence, (2) an elevation view of a typical section of the fence between two posts, and (3) the type of material to be used on the fence. Every effort should be made to make the fence as open and unobtrusive as possible. All fences must be constructed entirely on the owner's property and may not extend into the LACC rights-of-way.

6.6.12. Satellite Dish Antennas. Satellite dish antennas, 39" in diameter or less, that are mounted directly on the residence or garage do not require a permit or Architectural Review Committee approval. Such dish antennas, when not mounted on a residence or garage and clearly visible from any street, do need a permit and Architectural Review Committee approval regarding location, prior to installation, as noted below. Every effort shall be made to screen the antenna from the roads and neighboring properties.

Satellite dish antennas that are larger than 39" in diameter, and ground mounted antennas of lesser diameter if visible from any street, are considered structures and must have approval of the Architectural Review Committee. Application for a permit shall be made and the permit granted prior to installation. The application shall be accompanied by a dimensioned plot plan showing the existing structures, setbacks, trees, and large shrubs that affect TV reception. Every effort shall be made to screen the antenna from the roads and neighboring properties. It may be required to have the antenna painted a neutral color that blends into the background.

6.6.13. Driveways. All new homes constructed in LACC shall have a driveway access from the main street adjacent to the property. Variance to driveway standards may be granted for less than 5% down slope, when deemed appropriate, by the Maintenance Director

6.7. Variances. The Architectural Review Committee may, by majority vote, grant reasonable variances from the adopted LACC standards and the Rules and Regulations, if:

6.7.1. The LACC Rules and Regulations are more restrictive than those of Plumas County or the State of California.

6.7.2. The application of the adopted rule or standard would create an undue hardship, and in the case of the fence regulations, none of the affected adjacent neighbors objects.

6.7.3. There are reasonable alternatives that, if allowed, would not violate the rights of other LACC property owners or Plumas County regulations.

7.0. RULES ENFORCEMENT

7.1. Security Forces

7.1.1. The LACC Security Department has the primary duty of enforcement of all LACC rules and regulations, except Section 8 Administration and Section 9 Voting Procedures. Other violations of the CVC and the California Penal Code may be referred to the appropriate law enforcement agencies.

7.1.2. All employees, while in the course of their duties, shall be treated with respect and cooperated with in all cases. Interference with the employees in performance of their duties shall not be tolerated.

7.1.3. The Security Patrolmen, with due and justifiable cause, may enter open private property in performance of their duties.

7.2. Preliminary Procedures

7.2.1. Violations of any Rules, Regulations, CC&Rs, or Bylaws should be reported to the LACC office.

7.2.2. Reported violations will be investigated by the General Manager, Security Patrolmen, Architectural Review Committee, Tree Inspector, or appropriate department head. If a violation is found to have possibly occurred, the investigators may, depending upon the nature and frequency of a violation, take any or all of the following actions:

7.2.2.1. Request that the person or persons cease and desist.

7.2.2.2. Refer the violation to the appropriate committee for further action.

7.2.2.3. Refer the matter to the Board of Control through the citation process.

7.3. Board of Control (BOC)

7.3.1. The BOC consists of seven members, all members of LACC in good standing, and all appointed by the President and confirmed by the Board of Directors. The Chair of the BOC shall be selected from these appointees by the President, and shall serve at the pleasure of the President. One member of the Board of Directors may be appointed by the President as liaison to the BOC who may never vote nor serve as chair. A quorum for the BOC is four voting members.

7.3.2. The BOC shall meet during the week prior to the regularly scheduled Board of Directors meeting. The Chair of the BOC may call special meetings to consider requests from the Board of Directors, the Committee Chairs, or the General Manager.

7.3.3. The citation process shall be initiated as follows:

7.3.3.1. Those persons authorized to issue citations shall be the General Manager, Security Patrolmen, and any other employee of LACC designated by the General Manager.

7.3.3.2. Citations may be issued to any member, guest, renter, or other non-member, on reasonable cause to believe that a violation of any LACC rule is occurring or has occurred. The citation may request that the alleged offender appear at a specified time and place before the Board of Control.

7.3.3.3. If the alleged offender does not contest the citation, and the citation issued does not require an appearance before the BOC, the offender may pay the appropriate fine in accordance with the authorized fine schedule and thereby avoid an appearance before the BOC. The fine must be paid at the LACC office within 7 working days of receipt of the citation to preclude appearance before the BOC.

7.3.3.4. Failure to appear before the BOC in response to a citation requiring an appearance constitutes a separate violation of LACC rules.

7.3.3.5. Persons who wish to contest the citation must notify the LACC office of their intention within 7 working days of receipt of the citation.

7.3.4. Hearing by the BOC shall be conducted informally to determine the truth of the charge. The citing person must appear personally to report on the basis for issuance of the citation. The alleged offender shall be given an opportunity to be heard, and present witnesses if appropriate. The BOC may also hear from other persons as necessary.

7.3.5. Action by the BOC shall take place only on the affirmative vote of a majority of a quorum. If the BOC concludes that a violation of LACC rules has taken place, said BOC may vote to implement any of the following measures:

7.3.5.1. It may order the offender to cease and desist.

7.3.5.2. It may order restitution to be paid by the offender in situations where a violation of LACC rules has resulted in damage or destruction of private or LACC property.

7.3.5.3. In the event the offender is a renter, guest, or other non-member, the BOC may vote to suspend selected Club privileges, or access to selected facilities. The BOC may also vote to ban an individual who is a guest, or other non-member (other than a renter) from LACC for gross or consistent violations of LACC rules.

7.3.5.4. The BOC may vote to recommend that the Board of

Directors suspend the membership facility privileges of a member for gross or consistent violation of LACC rules as provided in Article X of the LACC CC&Rs.

7.3.5.5. It may recommend institution of legal action by LACC, the Sheriff's Department, or the District Attorney.

7.3.5.6. It may assess a monetary fine in accordance with a schedule adopted by the Board of Directors. The BOC may assess a monetary fine, which is less than the fine adopted by the Board of Directors if the BOC concludes that the special circumstances of a particular case warrant a reduction in the fine. A copy of the current fine schedule is available at the LACC office.

7.3.6. In all cases in which this Board acts, or decides not to act, on any citation a written report shall be submitted to the Board of Directors at its next meeting. In the case of violations by renters, guests, or other non-members, a notice shall be forwarded to the owner of the property.

7.3.7. Action by the BOC may be appealed to the Board of Directors by written request.

7.3.8. Hearings by the BOC, or appeals heard by the Board of Directors, shall not be open to any person other than those directly involved. Any written reports or communications shall be retained by LACC for a period of three years and shall not be available for public inspection except by persons directly involved in the action.

7.3.9. Fines and restitution payments authorized by the BOC will be added to the members account if they are not promptly paid.

7.3.10. Members are responsible for the actions of their guests, renters, or non-members whom they or their children authorize to enter LACC. In the event that a guest, renter, or other non-member is fined or charged restitution for violation of LACC Rules and does not promptly pay said fine or restitution, the BOC may authorize LACC to add said fines or restitution to the sponsoring member's account.

8.0. ADMINISTRATION

8.1. Committees (Other than Board of Control)

8.1.1. Committees will be established and chairs appointed by the President of the Board of Directors.

8.1.2. Each committee chair must be an LACC member in good standing.

8.1.3. Each chair is responsible for the composition of his/her committee. Committees may be composed of board members, LACC members, and LACC employees. LACC employees may not vote on any matter under discussion that concerns the department in which the employee works.

8.1.4. Board of Control. See Section 7.3.

8.2. Collection Procedures

8.2.1. It is the policy of LACC to vigorously pursue the collection of all delinquent accounts. The following lists LACC's policies and practices for enforcing lien rights or other legal remedies for default in payment of regular assessments (dues), special assessments, special individual assessments, fees, fines, and other charges:

8.2.1.1. Due Date. Annual dues are due and payable on January 1st of each year and become delinquent thirty days after the due date. All special assessments are due on the first day of the month following the date of billing, and are delinquent thirty days after the due date.

8.2.1.2. Late Charges. A late charge not exceeding ten percent of the delinquency or ten dollars, whichever is greater, shall be imposed thirty days after the due date of the dues and/or assessment.

8.2.1.3. Collection Costs. Reasonable costs incurred in collecting the delinquency, including reasonable attorney's fees, are also recoverable.

8.2.1.4. Interest. The delinquency, reasonable costs of collection, and late charges must be physically received by LACC on or before the last working day of the month in which they are due, or the unpaid portion thereof shall bear interest at the annual percentage rate of twelve percent, commencing thirty days after the due date of the dues and/or assessment.

8.2.1.5. Delinquency. It is the policy of LACC not to waive any late fees, interest, or collection costs. It is the owner's responsibility to allow ample time for delivery or mailing prior to the delinquency date. LACC accepts no responsibility for annual dues notices not received by the owner. All notices will be sent by first class mail. It is the owner's responsibility to provide

LACC with a current mailing address. However, it is the owner's responsibility to be aware that the annual dues are due and payable January 1st of each year.

8.3. Enforcement Methods. Delinquent assessments, dues, fees, fines, interest, late charges, and other charges will be enforced by any one or more of the following methods:

8.3.1. Lawsuit. An action may be initiated in a court of law with appropriate jurisdiction to recover money damages.

8.3.2. Lien on Member's Interest. A lien may include the amount of the delinquency, plus any costs of collection, late charges, and interest due LACC. The lien is effective when a Notice of Delinquent Assessment is recorded with the Plumas County Recorder in accordance with the California Civil Code. Such a lien may be enforced by any manner permitted by law, including: sale by the court, sale by the trustee designated in the Notice of Delinquent Assessment, or sale by a properly substituted trustee. Trustee sales will be conducted in accordance with the law applicable to the exercise of powers of sale in mortgages and deeds of trust. If a member pays the amounts specified in the Notice Of Delinquent Assessment, LACC will record a notice stating the satisfaction and release of the lien.

8.3.3. Suspension of Membership Privileges. Membership must be maintained in good standing to retain privileges, including but not limited to: voting, use of recreation areas, tennis courts, golf course, boat ramps, and all other LACC property. Membership is considered not in good standing if any assessments, dues, fees, fines, interest, late charges, or any other charges remain unpaid 60 days after the due dates for such charges.

9.0. ELECTION RULES. The Board of Directors adopted these rules in accordance with Civil Code Section 4340 *et seq.* Notwithstanding any other law or provision of the Association's governing documents, these rules shall apply to all matters set forth in Civil Code Sections 5100-5125 as they may be amended from time to time. Unless context indicates otherwise, capitalized terms used herein shall have the same meaning as in the governing documents. These Election Rules ("Rules") shall not be amended less than ninety (90) days prior to an election. The term "Residence" refers to the separate interest owned by a member(s).

9.1. INSPECTOR OF ELECTIONS

9.1.1. Appointment and Term.

9.1.1.1. Appointment. The Board of Directors (the "Board") shall appoint one (1) or three (3) persons to serve as the Inspector of Elections (the "Inspector"), who shall serve at the discretion of the Board, and who shall have such powers and duties as the Board determines, subject to provisions in these Rules.

9.1.1.2. Term. The Inspector shall serve in their capacity until they resign, are discharged by the Board, or until they submit their completed written report to the Board as required by Section 1.4.2.9 of these Rules.

9.1.2. Qualifications. The Inspector shall be an independent third-party who is not any of the following:

9.1.2.1. Currently a Director on or a candidate for the Board;

9.1.2.2. Related to a Director on or to a candidate for the Board; and

9.1.2.3. A person, business entity, or subdivision of a business entity that is currently employed or under contract with the Association for any compensable services other than serving as Inspector. This provision cannot be waived under Civil Code Section 5110(b).

9.1.3. Powers

9.1.3.1. The Inspector shall preside over member elections or votes on any of the matters set forth in Civil Code Section 5100, which provides that elections regarding assessments legally requiring a vote, election and removal of directors, amendments to governing documents, or the grant of exclusive use of common area pursuant to Civil Code Section 4600 shall be held by secret ballot in accordance with the procedures set forth herein.

9.1.3.2. If authorized by the Board, the Inspector may meet and discuss election issues with the Association's

legal counsel or amongst themselves if there are three (3) Inspectors.

9.1.3.3. If there are three (3) Inspectors, the decision or act of two (2) or more of the Inspectors shall be effective in all respects as the decision or act of the Inspector.

9.1.3.4. The Inspector may appoint and oversee additional persons to count and tabulate votes as the Inspector deems appropriate.

9.1.4. Duties

9.1.4.1. The Inspector shall perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association.

9.1.4.2. The Inspector shall do the following:

9.1.4.2.1. Determine the number of memberships entitled to vote and the voting power of each;

9.1.4.2.2. Receive ballots;

9.1.4.2.3. Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;

9.1.4.2.4. Count and tabulate all votes;

9.1.4.2.5. Determine when polls close, consistent with the governing documents;

9.1.4.2.6. Determine the results of the election

9.1.4.2.7. Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with this Section and all applicable rules of the Association regarding the conduct of the election that are not in conflict with this Section; and

9.1.4.2.8. Prepare a written report of the activities undertaken in any election.

9.1.4.3. The management company may assist the Inspector in performing all duties of the Inspector listed above in Section 9.1.4.2, except the physical counting and tabulation of votes and determining the results of the election. The Inspector retains the obligation to perform all responsibilities in Section 9.1.4.2.

9.1.4.4. It is the intent of the Association that if a member of the Association serves as a volunteer

Inspector, such volunteer shall be considered a volunteer committee member or a volunteer officer of the Association for purposes of directors and officers insurance and rights of indemnity arising out of the Inspector's conduct in their role as Inspector under Civil Code Section 5800.

9.2. DIRECTOR QUALIFICATIONS

9.2.1. Candidate Qualifications. All candidates for election to the Board shall meet the following qualifications for Directors.

9.2.1.1. Members. A candidate shall be a Member of the Association at the time of nomination. If title is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person in writing to be a Member for purposes of this subsection. The Association shall bear no liability for the veracity of such appointment.

9.2.1.2. Current in Assessments. Only Members who are current in the payment of regular or special assessments shall be eligible to be elected to and serve on the Board. This provision applies throughout every Director's term of office.

9.2.1.2.1. The Association may not disqualify a candidate for nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party.

9.2.1.2.2. The Association may also not disqualify a candidate for failure to be current in payment of regular and special assessments if either of the following is true:

9.2.1.2.2.1. The candidate has paid the regular or special assessment under protest pursuant to Civil Code Section 5658.

9.2.1.2.2.2. The candidate has entered into a payment plan pursuant to Civil Code Section 5665.

9.2.1.3. One Owner per Residence. Only one (1) Owner of a particular Residence ("Residence") shall serve on the Board at any time.

9.2.1.4. Prevention of Fidelity Bond Coverage. A Member shall neither be qualified as a candidate nor continue to serve as a Director if that candidate or Director has a past criminal conviction which would prevent the Association from purchasing fidelity bond coverage as required by Civil Code Section 5806 or would terminate the Association's existing fidelity bond coverage.

9.2.1.5. Engaging in Internal Dispute Resolution. The Association shall not disqualify a Member from nomination who is delinquent in payment of their regular or special assessments if the Member has neither requested nor been asked and provided the opportunity to engage in internal dispute resolution with the Association. This provision shall not apply, however, if the Association has previously offered the Member the opportunity to engage in the Association's internal dispute resolution process regarding the delinquency.

9.3. NOMINATION PROCEDURES

9.3.1. Self-Nomination. Members may self-nominate as candidates for election to the Board by giving written notice of such nomination to the Association, or its designated agent, on or before a date determined by the Board, which shall be no less than thirty (30) days after nominations are being accepted. The Board may, but is not obligated to, appoint a nominating committee.

9.3.2. Candidate Not Qualified to Serve. If a candidate is not qualified to hold an elected position, their name shall not appear on the secret ballot and they will not be permitted to serve if elected.

9.3.3. Holding Office. Each Director, unless removed by a vote of the Members, shall hold office until the expiration of the term for which they have been elected or appointed and until their successor has been properly elected and qualified.

9.3.4. Notice and Procedure for Nominations. The Association shall provide general notice of the procedure and deadline for submitting a nomination at least thirty (30) days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to Civil Code Section 4040 if requested by a Member.

9.3.5. Vacancies. In the event a member of the Board of Directors resigns or is otherwise unable to complete his or her term, the remaining Board members may appoint a replacement who shall serve for the remainder of the term of office of the Director previously holding that seat on the Board. The Board will announce the vacancy to the membership and request applications and resumes be returned within 30 days. The Board will establish an interview date and schedule interview appointments for all candidates. By majority vote of all Directors, the new Board member will be selected and appointed to fill the vacancy.

9.4. MEDIA ACCESS

9.4.1. Equal Access. If the Association provides media access during a campaign, equal access shall be provided to all candidates and Members advocating a point of view

for purposes that are reasonably related to the election.

9.4.2. Publication by Association. If any publicity is provided by the Association, the Association will not censor, edit, or redact the communication but shall include a statement specifying that the message is that of the Member's and the Association is not responsible for its content. The Association shall publish the following statement:

"The views expressed are those of its author and do not reflect the views of the Association, its directors, managers, employees, or agents. The author is solely responsible for its content. The Association is required by law to publish the communication as written regardless of the content."

9.5. COMMON AREA MEETING SPACE

9.5.1. Terms of Use. Common area meeting space, if any exists, shall be provided at no cost to all candidates and Members advocating a point of view for purposes reasonably related to the election or vote, subject to Association regulations and rules assuring orderly and fair use of such meeting space.

9.5.2. Election Forum. The Board may schedule a community election forum prior to an election of the Board or a vote subject to these Rules whereby candidates and Members advocating a point of view which is the subject matter of the pending election or vote may attend and speak to Members choosing to attend. A community election forum shall be conducted in accordance with the governing documents and any rules adopted by the Board.

9.5.3. Candidate Responsibility for Use of Common Area. Any Member desiring to use common area meeting space, if any, for such a purpose shall be responsible for leaving the premises in the condition it was found.

9.6. ASSOCIATION FUNDS

9.6.1. Funds Used to Conduct Election. Association funds shall be used for conducting an election.

9.6.2. Funds Not Used to Campaign. Association funds shall not be used for purposes of campaigning in an election in violation of Civil Code Section 5135.

9.7. VOTING QUALIFICATIONS

9.7.1. One Vote Per Residence. Members shall be entitled to one (1) vote for each Residence they own. Votes may be cast by a person who provides documentation showing they hold general power of

attorney for a Member. The Association shall bear no liability for the veracity of the general power of attorney provided.

9.7.2. Joint Ownership. In the event more than one (1) person owns a given Residence, the vote for such Residence shall be exercised as the Owners among themselves shall determine, but in no event shall more than one (1) vote be cast with respect to any Residence. If the joint Owners of a Residence are unable to agree among themselves as to how their vote is to be cast, such vote shall be cast in accordance with the decision of a majority of such Owners. If there is no such majority, the vote for the Residence shall not be cast either in favor of or opposed to the issue or issues which are the subject of the vote, but the membership shall be counted for purposes of determining whether the quorum requirements applicable to the vote or meeting have been met. If any Owner casts a vote representing a certain Residence and no written objection thereto is received by the Secretary prior to the close of voting, it will be conclusively presumed for all purposes that such Owner was acting with the authority and consent of the other Owners of that Residence.

9.7.3. Cumulative Voting. Cumulative Voting is not permitted.

9.8. METHODS OF VOTING; PROXIES

9.8.1. Proxies. Proxies may be used as provided for in the Bylaws and under California law.

9.9. VOTING PERIOD

9.9.1. Beginning of Voting Period. The voting period shall begin and close on the dates established by the Board or the Inspector. The close of the election shall be not less than thirty (30) days from the date the ballots are distributed to the members.

9.9.2. Extend Voting Period. Subject to Section 10.4.4 below, the Board or the Inspector shall have the discretion to extend the voting period if sufficient secret ballots have not been received.

9.9.3. Director Election at Least Once Every Four Years. The Association shall hold an election for a seat on the Board using the procedures in these Rules at the expiration of each Director's term of office and at least once every four (4) years.

9.10. SECRET BALLOT AND VOTING PROCEDURE

9.10.1. Access to a Ballot.

9.10.1.1. The Association shall not deny a ballot to a Member for any reason other than not being a Member at the time when ballots are distributed.

9.10.1.2. The Association shall not deny a ballot to a person with general power of attorney for a Member.

9.10.1.3. The ballot of a person with general power of attorney for a Member shall be counted if returned in a timely manner.

9.10.2. Notices Prior to Holding an Election. In addition to other notice deadlines contained in these Rules, the Association shall provide general notice of all of the following at least thirty (30) days before ballots are distributed:

9.10.2.1. The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector.

9.10.2.2. The date, time, and location of the meeting at which ballots will be counted.

9.10.2.3. The list of all candidate names that will appear on the ballot.

9.10.2.4. Individual notice of the above paragraphs shall be delivered pursuant to Civil Code Section 4040 if notice is requested by a Member.

9.10.3. Secret Ballots. Voting on the matters addressed in Civil Code Sections 5100-5115 shall be determined by using a double envelope system to ensure the anonymity of the Member casting their vote.

9.10.3.1. At least thirty (30) days before an election, the Inspector of Election shall deliver, or cause to be delivered, to each Member both of the following documents:

9.10.3.1.1. The secret ballot or ballots and two (2) pre-addressed envelopes, a smaller (inner) envelope and a larger (outer) envelope, along with instructions on how to return the secret ballot;

9.10.3.1.2. A copy of these Rules. Delivery of these Rules may be accomplished by either of the following methods:

9.10.3.1.2.1. Posting these Rules to an internet website and including the corresponding internet website address on

the ballot together with the phrase, in at least twelve (12)-point font: "The rules governing this election may be found here:"

9.10.3.1.2.2. Individual delivery.

9.10.3.2. A voter may not be identified on the secret ballot by name, address, or the Residence that entitles the Member to vote on the secret ballot.

9.10.3.3. The secret ballot itself is not to be signed by the Member voting but is to be inserted into the smaller (inner) envelope that is sealed by the Member. This envelope is inserted into the larger (outer) envelope that is sealed by the Member.

9.10.3.4. The larger (outer) envelope is addressed to the Inspector. In the upper left-hand corner of the larger (outer) envelope, the voter prints and signs their name, address, and Residence that entitles them to vote.

9.10.3.5. The secret ballot may be mailed or hand delivered to a location specified by the Inspector. The Member may request a receipt for delivery.

9.10.3.6. Once a secret ballot is cast it cannot be revoked or changed. A secret ballot is "cast" when the Inspector receives it.

9.10.3.7. In an election to approve an amendment of the governing documents, the text of the proposed amendment shall be delivered to the Members with the ballot.

9.10.4. Vote Tabulation.

9.10.4.1. The secret ballots shall not be opened or otherwise reviewed prior to the time and place at which the ballots are counted and tabulated. In no event, shall any secret ballots be opened if insufficient secret ballots were returned to meet the quorum requirement.

9.10.4.2. The envelopes shall be opened and the secret ballots shall be counted and tabulated at either a properly noticed Board meeting or a Member meeting. Any candidate or other Member of the Association may witness the counting and tabulation of the secret ballots.

9.10.4.3. Only the Inspector, or persons designated by the Inspector, shall open the envelopes and count and tabulate the secret

ballots.

9.10.4.4. If the Inspector determines that the Members returned an insufficient number of secret ballots to meet quorum or otherwise, the Board or the Inspector may extend the voting period.

9.11. VOTING RESULTS, STORAGE, AND RETENTION

9.11.1. Election Results.

9.11.1.1. The Inspector shall promptly report the results of the election to the Board who shall record the results of the election in the minutes of the next Board meeting and shall be available for review by the Members of the Association.

9.11.1.2. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to the Members.

9.11.2. Custody, Storage, and Retention of Secret Ballots from Elections.

9.11.2.1. Custody.

9.11.2.1.1. The sealed ballots; signed voter envelopes; voter list of names, parcel numbers, and voters to whom ballots were sent and the candidate registration list shall, at all times, be in the custody of the Inspector or at a location designated by the Inspector until after the tabulation of the vote; and then for one (1) year, at which time custody shall be transferred to the Association. One (1) year after the Member vote concluded, the Association must retain, as Association records, these documents for the remainder of the current fiscal year in which it receives the documents from the Inspector and for the following two (2) fiscal years.

9.11.2.1.2. In the event of a recount or other challenge to the election process, the Inspector shall, upon written request, make the secret ballots available for inspection and review by Members or their authorized representatives, if the request is timely. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.

9.11.2.1.3. Signed voter envelopes may be inspected but shall not be copied by any Member inspecting Association records.

9.11.2.2. Storage and Retention.

9.11.2.2.1. Materials that shall be retained as election materials include:

9.11.2.2.1.1. Candidate Registration List.

9.11.2.2.1.2. Voter List. This list shall include the name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter's separate interest or if only the parcel number is used.

9.11.2.2.2. Inspection of Lists. The Association shall permit Members to verify the accuracy of their individual information on both lists at least thirty (30) days before the ballots are distributed. The Association or Member shall report any errors or omissions to either list to the Inspector, who shall make the corrections within two (2) business days.

10.0. ANNUAL MEMBERSHIP MEETING

10.1. Voting on all issues will be by written ballot and/or proxy ballot.

10.1.1. California Codes identify certain matters that must be voted on by the members. Included in the list of actions requiring member approval are the following: (1) amending the CC&Rs, (2) amending the Bylaws, (3) amending the Articles of Incorporation, (4) election of directors, (5) removal of directors without cause, (6) election to wind up and dissolve the Corporation, (7) decisions to sell all, or substantially all, assets of the Corporation, (8) agreement to merge with another corporation, (9) substantial dues increase (over 20%), and (10) special assessment more than 5% of current gross annual expenses.

10.1.2. In addition to corporate matters requiring formal member approval, members are also entitled to raise and discuss issues germane to LACC and its members. Such matters will be brought before the membership at the Annual Meeting for discussion when: (1) the Board of Directors places an item on the annual meeting agenda, (2) the Board of Directors approves a member's request, made prior to the regular May Board meeting, to include the matter on the agenda, or (3) a petition signed by at least 5% of the eligible members and received by the Board prior to the regular May Board meeting, requests inclusion of a subject on the agenda.

10.1.3. Issues properly raised for discussion at the Annual Meeting will be considered by the Board of Directors for subsequent action. In the event that it is determined that a vote on the matter is necessary or appropriate, pertinent information about the issues will be distributed to all members prior to the solicitation of member action by written ballot.

10.2. Quorum. Quorum requirement for membership issues coming before the meeting is 40% of those eligible to vote in person or by proxy.

10.3. Detailed membership meeting, voting, and election procedures are listed in the LACC Bylaws.