

# Sierra Park Services News and Updates

Phone 209-533-7909

Volume 3.2

August & October 2015

## Board of Directors 2015-2016

President	Michael Lechner
Vice President	Heidi Ordwein
Secretary	Wanda Lenhardt
Treasurer	Mark Logan
Director at Large	Bill Ordwein

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[www.sierraparkservices.com](http://www.sierraparkservices.com)

PO Box 293, MiWuk Village, CA 95346

## President's Message

It's catch-up time.

Your Board of Directors has experienced a particularly busy summer, with progress made on many fronts. You'll find a lot of material in this package (in order, front to back):

- October Board Meeting minutes
- August Board Meeting minutes (no September Board Meeting was conducted)
- Services Company Annual Meeting minutes
- End-of-Year Financial Statement
- Sierra Park Rules and Regulations
- Gate Access Policy

We encourage you to catch up with us by reviewing what's here and getting back to us with any questions. Our next Board meeting will be on November 7th - a good opportunity to sit in and learn firsthand how 2015 is progressing for the Park.

Our new bridge is under construction and culverts are being cleared. With the roof on the sand shed soon to be completed, we're ready for snow - bring it on! -- **Michael Lechner**

*Next SPSC board meeting is at 10:30 am on November 7<sup>th</sup>.*



## Holiday Party Dec. 5<sup>th</sup>, 5 pm

*This will be a potluck dinner, with roast chickens, rolls and salad contributed by board members.*

*Santa will be there with candy canes for all. Seasonal music and a chance to visit with your neighbors - please join us for this fun tradition!*



# Sierra Park Services Company Board of Directors Meeting Minutes for October 3, 2015

Meeting called to order at 10:36 by Michael Lechner.

**Board Members Present:** Michael Lechner, Mark Logan, Heidi Ordwein, Bill Ordwein, and Wanda Lenhardt.

**Attendees' Introduction/Comments/Questions:** Craig Wend and Susie Lechner attended the meeting.

**Guest Presenter:** Tim Holden, General Manager of Sierra Nevada Cable, gave a presentation about his company's efforts to upgrade cable TV, internet and phone services in the Long Barn area. Work is now underway to install new infrastructure, and SNC plans to offer expanded services to Sierra Park property owners once the support system is in place. The process is complicated and will be time-consuming. An update will be available next spring.

**Approval of the Minutes:** Mark Logan moved to approve the minutes of the August 1, 2015 board meeting. Wanda Lenhardt seconded, and the motion passed unanimously.

**Communications:** Wanda Lenhardt, secretary

- There were 15 communications regarding the gate. All have been addressed.
- A note was received from Gloria Harvey, thanking the board for their kind support in her time of loss.
- Three contacts were made regarding annual bills.
- Three contacts were received regarding new owners.
- One contact was received regarding concerns relating to a vacant lot that has not been cleaned.
- One contact was made inquiring about CC&Rs.

**Directors' Reports:**

- **Secretary** - Wanda Lenhardt - One share of stock was sold.
- **Treasurer** - Mark Logan - For greater accountability, safeguards have been put in place with financial institutions used by the Park so board members cannot make cash withdrawals. Additionally, payment of any bills greater than \$10,000 will now need approval from three board members. Response to the annual billing has been very good, with approximately 83% of property owners paid their annual bills in full so far.
- **Roads** - Mark Logan - Roads are in good shape for the coming winter. Those on the east side of the Park have been seal-coated, and roads throughout have been crack-sealed. Additional cost was incurred when residents drove around the "road closed" signs and damaged the wet new surface. A bill for the extra cost will be forwarded so the cost can be recovered. Please respect the road closure signs!
- **Caretaker Report** - Heidi Ordwein - Ditches and culverts are being cleaned.
- **Gate** - If property owners have any issues with the gate or need assistance with obtaining gate access they should ~~gate issues~~, call the SPSC number or email the company. All inquiries will be addressed.
- **Equipment** - Heidi Ordwein - - Sand will be delivered in November, in preparation for what we hope will be a snowy winter.
- **Buildings/Common Areas** - Heidi Ordwein - Repairs to the sand shed are complete and a new roof will be installed. John has resurfaced the lodge's porch floor for a safer passageway.
- **Health and Safety** - Heidi Ordwein - A school bus stop is being installed. The pond will not be drained this year to conserve our limited water resources. Signs warning of thin ice will be installed.
- **Recreation** - Michael Lechner - The Holiday Party will be on December 5<sup>th</sup> at 5 pm in the lodge. Due to budget constraints, this year's dinner will be a potluck event. The board members will contribute roasted chickens, tossed salad and rolls. Attendees will be asked to bring side dishes and desserts. Santa will hand out candy canes to good children of all ages.

**New Business:**

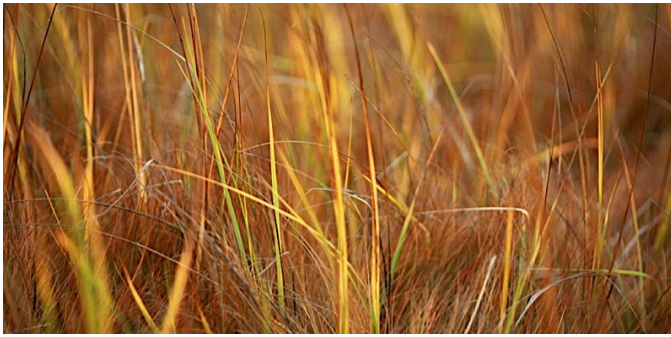
- The CPUC has extended the deadline for making a final decision on issuing the Water Company's Certificate of Public Convenience and Necessity (CPCN). It is believed that they are considering more fully the recommendations made to the Proposed Decision. The recommendations made will be addressed if the final decision has an impact on the Services Company.

**Old Business:**

- Gate Access Policy will be distributed to property owners in October, along with Rules and Regulations.
- Board members will review minutes of the Annual Meeting and send them out as part of the same package. In an attempt to reduce mailing costs, the above will be combined with board meeting minutes from both August and October.
- Bridge Project Status - Susie Lechner - Bridge construction is on schedule. Foundations are being installed, and bridge components are on site. Special thanks to our property owners, who generously funded the cost of this project.
- We would like to provide a fully accessible path from the parking lot to the picnic shelter and the pond, so all residents can enjoy these amenities. Simunaci Construction has offered to do the labor at no cost as a gift to the Park. Mark Logan will contribute \$1000 toward materials costs, and Michael and Susie Lechner will also contribute. Due to California environmental restrictions on winter construction, work may be delayed until spring.

The meeting temporarily adjourned to executive session at 1:42 pm to discuss issues relating to legal and financial matters.

The regular meeting reopened at 2:45 pm. There was nothing to report from Executive Session. The meeting was adjourned at 2:46 pm. Next meeting will be held on November 7th at 10:30 am.



# Sierra Park Services Company Board of Directors Meeting Minutes for August 1, 2015

Meeting called to order at 10:31 by Michael Lechner.

**Board Members Present:** Michael Lechner, Mark Logan, Heidi Ordwein, Bill Ordwein, and Wanda Lenhardt by telephone.

**Attendees' Introduction/Comments/Questions:** Craig Wendt and Philip Barthman attended the meeting. Susie Lechner joined the meeting in progress.

**Approval of the Minutes:** The minutes of May 2, 2015 were approved.

#### Correspondence:

- Four email address changes
- Three questions regarding billing related issues
- One inquiry about stock
- Two deed transfers were received
- One address change by mail
- Two rental requests for lodge
- One report of a rattlesnake sighting at the lake
- One contact regarding lot merging processes
- One call about possible zoning changes at a neighboring cabin
- One concern expressed regarding the goose droppings at the lake and the potential for health issues
- Several contacts relating to the gate
- One question about a vacant lot

#### Directors' Reports:

- **Secretary** - Wanda Lenhardt - nothing to report beyond correspondence above.
- **Treasurer** - Mark Logan - The year-end 2014-2015 budget report was reviewed. SPSC was underspent during the last fiscal year, allowing reserves to be built for unexpected expenses. The end of year after-tax earnings will be reported after our taxes are filed. The 2015-2016 budget was reviewed. Slight revisions were proposed to the budget that was presented at the Shareholders' meeting, based on a review of expenditures over the past two years. The board approved of the revisions with a minor change to one item relating to fuel charges. A copy of the expenses through July 28<sup>th</sup> as well as ledgers showing charges to our accounts for the past two months was provided to all board members prior to the meeting for review. Expenditures for the first two months were within budget. As of July 28<sup>th</sup> approximately 60% of our budgeted income has been received. This should increase in the month of August as the August 31<sup>st</sup> deadline for paying the annual bill approaches.  
Upcoming expenses for the year were discussed and it was decided that any significant expenditures aside from the bridge will be postponed until we have completed assessing the Park's larger capital needs and have logged the payments through August.
- **Roads** - Mark Logan - One bid was received, with a tentative start date for the roads work of Monday September 14<sup>th</sup>. However, we need to remain flexible as a number of variables can impact the exact timing. As with previous years, we will make every effort to advise residents of the exact date so that they can make any needed preparations. This year, the work will be on the East side of the Park. The contractor will start the work early, and try to get it all done in one day to minimize costs and inconvenience to residents. **Note: Residents must respect the ROAD CLOSED signs while the blacktop dries;** driving over it too soon will result in the need for repeat work and additional cost.
- **Caretaker Report** - Heidi Ordwein - John is doing a great job. Culvert cleaning needs to be completed.
- **Gate** - Bill Ordwein - The gate has required some maintenance. There continue to be requests for new gate keys and clickers.

- **Equipment** - Heidi Ordwein -- An inventory is being made of all large and small equipment, tools and other assets used in the running of the Park. This inventory should be completed in the next month. Following that, the Board will evaluate replacement or repairs based on priority of need and cost.
- **Buildings/Common Areas** - Heidi Ordwein - The condition of the buildings has been assessed, along with what repairs or replacement work is needed to protect assets. An estimate of costs to do the repairs/replacements is being drawn up and the work will be based on priority of need and cost to budget.
- **Health and Safety** - Heidi Ordwein - There have been reports of a rattlesnake by the lake. There were also communications received regarding the “goose poop” at the lake and the potential for health problems. The water at the lake is tested on a regular basis to ensure it is safe for swimmers. It should be noted that there is no way to eliminate the geese and other wildlife from the lake. It is a good idea to shower after a swim in the lake to remove any remnants from the wildlife that share the lake with us.
- **Recreation** - Michael Lechner - The Game Day in June was a great success. There was a large turnout and everyone seemed to have a great time. Thank you to all the volunteers. Plans for the Holiday Party have begun.

#### **New Business:**

- Filing of 2014/2015 End of Business Year Documents - These will be filed as soon as completed.
- A Memorandum of Understanding with Water Company is being developed, which will address covering the expenses associated with their use of SPSC property. The shared space within the Park between the SPWC and SPSC was discussed.

#### **Old Business:**

- **Bridge Project Status** - Susie Lechner - This project continues to move forward. Because the bridge installation is on a tight schedule due to Fish & Wildlife restrictions, the board decided not to seek alternative bids for the bridge infrastructure work. Past projects which have recently been put out for bids have not produced viable options. To request additional bids would cause a delay that might result in the bridge not being installed this year, escalating total costs. The Board unanimously agreed on sole sourcing the bid due to time constraints.
- **Broadband Service to Park** - Craig Wendt, Clark Kellogg and Michael continue to explore options for broadband service within the park.
- Gate access policy was discussed.
- Rules and Regulations were discussed.
- Priorities for 2015/2016: this item was postponed until the next meeting.

The meeting temporarily adjourned to executive session at 2:09 pm to discuss issues relating to legal, personnel and financial matters.

The regular meeting reopened at 2:23 pm. It was determined in Executive Session that safeguards will be implemented at the financial institutions used by the SPSC which will control the disbursement of funds from the SPSC accounts.

The meeting was adjourned at 2:35 pm. Next meeting will be held on October 3<sup>rd</sup> at 10:30 am.

# SIERRA PARK SERVICES COMPANY, INC.

## ANNUAL SHAREHOLDER MEETING MINUTES

MAY 24, 2015

Shareholder Registration from 7:30 - 8:45 a.m.

Michael Lechner, President called the meeting to order at 9:12 a.m.

- Pledge of Allegiance was led by Michael Lechner
- Invocation led by Ray Coyle

Wanda Lenhardt, Secretary announced at the outset of the meeting that there were not enough total shareholders represented in person or by proxy to form a quorum. It was determined to proceed with the meeting but voting would not be conducted unless a quorum was obtained.

Michael Lechner welcomed everyone to the meeting. He proceeded to introduce the Board of Directors who were present, Mark Logan and Wanda Lenhardt. Heidi and Bill Ordwein were not present. Michael gave a heartfelt thanks to those who provided assistance in the Park over the last year - the Ennis Family, the Peters, Linda Clark, Ray Coyle, Marianne Gennis, the Knudsen Family, all of the Fish Derby helpers, those who brought to the attention of the board ways to make the Park better, and for sure Susie Lechner.

### President's Message -

This has been a productive year. Road paving as proposed was completed. This coming year further resurfacing will be done. The timing of the work is flexible. The fire season could cause delays as it has in the past couple of years. The gate is once again functional following the relocation that was funded by the Odd Fellows Recreation Association. The Board has discussed giving out codes for the gate. Codes have been problematic in the past as they can be shared with others for whom they are not intended. This issue will continue to be explored and a Gate Access Policy published.

### Director Reports -

#### **Vice President, Heidi Ordwein (by Michael Lechner):**

The voting procedures for this meeting were reviewed - assuming a quorum is achieved.

#### **Secretary, Wanda Lenhardt:**

All property owners are requested to receive the newsletters and other communications by email if at all possible. Receiving correspondence this way will provide significant savings to the Corporation. Wanda requested that everyone with a changed email address update it with her today. She also requested that anyone who has not provided an email address previously provide one now.



### **Caretaker Report, Heidi Ordwein (by Mark Logan):**

The SPWC hired a new caretaker this year - John Marshall. John has proven himself to be a quick learner of Park needs for both the Water and Services Companies and has been doing an excellent job. The Caretaker's position is first and foremost to do the work of the Water Company. Since this is not a full-time position the Caretaker also provides assistance to the Services Company. The SPSC has been and will continue to reimburse the SPWC for the hours the caretaker uses for SPSC tasks.

### **Roads, Mark Logan:**

Roadwork was completed last fall. Most of the West side of the Park was seal coated, and the remainder crack sealed. This year, additional roads will be resurfaced on the East side per the four-year schedule. The work will be completed per availability of contractor.

### **Gate, Bill Ordwein (by Mark Logan):**

The gate relocation is now complete and it is back in operation. The Odd Fellows Recreation Association funded the moving of the gate.

### **Equipment/Buildings/ Common Areas, Heidi Ordwein (by Michael Lechner):**

The condition of buildings and equipment is being monitored. The sand shed must and will be repaired for the coming winter. This sand is dispersed by the plow after snow removal to promote traction when the roads are icy and slick.

### **Health/Safety, Mark Logan:**

Forest fires are always a risk through the summer months and into the fall. Fire spreads so quickly and we want everyone to remain safe. The Board is asking that no one burn fires in Park in accordance with local ordinances and laws. A sign will be placed near the gate that will indicate the level of fire danger. Cal Fire will continue to enforce lot-cleaning requirements. It was noted that there is a downed tree along the Lower Sugar Pine Rd. Property owners, renters and guests are all asked to observe the 20-mile per hour speed limit in the Park. This is in place to provide safety and protection in the Park. It was also noted that two bear cubs have been seen within the Park.

### **Recreation, Michael Lechner:**

Unfortunately, this year's Fishing Derby had to be canceled. The local trout farm where fish have always been purchased in the past could not raise them this year because of the drought. With no fishing derby possible this year, the Services Company committed to hosting a family Game Day event on Father's Day weekend instead. As with all recreational events, we hope we can count on volunteer support to help make the day a fun time for all.

### **Bridge Replacement Update, Susie Lechner:**

The bridge on the east side of the Park can be replaced as long as a permit is obtained within 18 months of the prior bridge being removed. Fish and Wildlife have been contacted and will be involved if we proceed. A company has been located which specializes in prefabricated bridges. It will cost less to purchase the bridge from them than it would be build our own. Susie showed a picture of a bridge, which the Park's would look similar to. If we decide to proceed the bridge cannot be installed until September. Work will need to be completed by the middle of October. The county will also require that the walkway around the lake be upgraded to make the bridge path handicap accessible. The money allotted for the bridge in last years' meeting will not be sufficient to pay for the new bridge. Discussion followed.

*The bridge on the east side of the Park can be replaced as long as a permit is*

*During the course of the discussion on the bridge project, Secretary Lenhardt interjected that those signing in shareholders and the Inspectors of Election had confirmed that several more proxies had been received. With these additional proxies, it was verified that a quorum for the meeting had been achieved. There are 187 shareholders of whom 97 were represented by proxy or in person.*

#### **Treasurer's Report, Bill Ordwein (by Michael Lechner):**

The 2014/2015 Financial Summary was reviewed. The Corporation functioned within the allotted budget. The 2015/2016 Budget was also reviewed. The SPSC is a "for profit" company and as such the Board has chosen to maintain a target profit margin of 15%. The profit will all be applied to maintaining the services within the Park including the common areas, garbage and pine needle dump. Bob Hintz made a motion to approve the 2015/2016 budget. Ray Coyle seconded the motion. Discussion followed.

Doris Kilgore made the motion to modify the 2015 Bridge special assessment to cover the shortfall with a onetime \$160 assessment. Philip Barthman seconded the motion. Discussion followed. The vote was taken.

With discussion on both the upping of the 2015/2016 bridge assessment and budget closed, the vote was called on each issue. Ballots were collected and passed to the Inspectors of Election for counting.

#### **Election of Board of Directors -**

With no additional candidates coming forward and further discussion closed, the vote for Board of Director positions was called for. Those present were instructed to fill out their ballots and those, along with proxies already received, were passed to the Inspectors of Election.

After a short period to allow for vote counting, Inspectors of Elections Marianne Gennis, and Dick and Irene Barrett presented the results.

- The 2015/2016 Budget passed 91 in favor 2 against.
- The 2015/2016 Bridge Project Assessment adjustment to \$160 passed with 80 in favor and 13 against.
- Michael Lechner, Bill Ordwein, Heidi Ordwein, Mark Logan and Wanda Lenhardt were all voted onto the Board of Directors.
- 

Michael Lechner again thanked all for coming and participating and adjourned at 11:38.

The new board will meet at a later time to elect officers for fiscal year 2015. Officers for 2015/2016 will be announced in the June 2015 Newsletter.



*Draft*

SIERRA PARK SERVICES, INC.  
BUDGET REPORT  
FOR THE PERIOD ENDED  
May 31, 2015

	<u>TWELEVE MONTHS ENDED 05/31/15</u>	<u>2014-2015 BUDGET</u>	<u>VARIANCE</u>	<u>% OF BUDGET EXPENDED*</u>
<b>REVENUE</b>				
MAINTENANCE INCOME	\$ 174,158	\$ 193,120	\$ (18,962)	90.18%
BRIDGE RESERVES	15,810	17,750	(1,940)	89.07%
DISTRIBUTION SYSTEM LEASE	35,882	39,596	(3,714)	90.62%
WELL LEASE	5,962	6,504		
FISH DERBY DONATIONS	974	2,000	(1,026)	48.70%
TRANSFER FEES	1,200	-	1,200	
INTEREST INCOME	-	200	(200)	0.00%
MISCELLANEOUS INCOME	2,850	7,703	(4,853)	37.00%
<b>TOTAL REVENUE</b>	<u>236,836</u>	<u>266,873</u>	<u>(24,642)</u>	<u>88.74%</u>
<b>MAINTAIN AND REPAIR ROADS</b>				
ACCOUNTING	13,671	15,322	(1,651)	89.22%
CONTINGENCY	-	3,000	(3,000)	0.00%
CREDIT CARD CHARGES	1,692	1,800	(108)	94.00%
EMPLOYEE PAYROLL	-	25,958	(25,958)	0.00%
HEALTH & SAFETY	3,299	4,740	(1,441)	69.59%
INSURANCE	21,034	28,000	(6,966)	75.12%
LEGAL CONSULTING	4,281	13,000	(8,719)	32.93%
MEMBER COMMUNICATIONS	1,840	2,924	(1,084)	62.91%
PROFESSIONAL CONSULTING	-	1,000	(1,000)	0.00%
PROPERTY TAXES	2,023	3,400	(1,377)	59.50%
TAXES AND LICENSE	25	100	(75)	25.00%
<b>MAINTAIN AND REPAIR ROADS SUBTOTAL</b>	<u>47,864</u>	<u>99,244</u>	<u>(51,380)</u>	<u>48.23%</u>
<b>MAINTAIN ROADS AND SNOW</b>				
EMPLOYEE PAYROLL	4,934	-		
MAINTENANCE	41,751	55,000	(13,249)	75.91%
ROAD EQUIPMENT RESERVES	-	10,000	(10,000)	0.00%
ROADS FUEL	4,459	8,000	(3,541)	55.74%
ROADS SUPPLIES	52	2,000	(1,948)	2.59%
<b>MAINTAIN ROADS AND SNOW SUBTOTAL</b>	<u>51,196</u>	<u>75,000</u>	<u>(28,738)</u>	<u>68.26%</u>
<b>CLEAN UP WORK</b>				
CLEAN BAR CULVERTS	456	8,500	(8,044)	5.36%
CLEAN DITCHES	4,023	8,200	(4,177)	49.06%
CLEAN CULVERTS	1,017	5,000	(3,983)	20.34%
<b>CLEAN UP WORK SUBTOTAL</b>	<u>5,496</u>	<u>21,700</u>	<u>(16,204)</u>	<u>25.33%</u>
<b>MAINTAIN GATE</b>				
GATE EXPENSE	(2,281)	-	(2,281)	
TELEPHONE	-	-	-	
<b>MAINTAIN GATE SUBTOTAL</b>	<u>(2,281)</u>	<u>-</u>	<u>(2,281)</u>	
<b>REFUSE COLLECTION AND DISPOSAL</b>				
EMPLOYEE PAYROLL	1,857	3,000	(1,343)	55.23%
GARBAGE	16,047	14,522	1,525	110.50%
<b>REFUSE COLLECTION AND DISPOSAL SUBTOTAL</b>	<u>17,704</u>	<u>17,522</u>	<u>182</u>	<u>101.04%</u>

*Draft*

SIERRA PARK SERVICES, INC.  
BUDGET REPORT  
FOR THE PERIOD ENDED  
May 31, 2015

	TWELEVE MONTHS ENDED 05/31/15	2014-2015 BUDGET	VARIANCE	% OF BUDGET EXPENDED*
<b>PINE NEEDLE MANAGEMENT</b>				
EMPLOYEE PAYROLL	3,732	1,045	2,687	357.13%
NEEDLE EXPENSE	13,655	20,000	(6,345)	68.28%
PINE NEEDLE MANAGEMENT SUBTOTAL	<u>17,387</u>	<u>21,045</u>	<u>(3,658)</u>	82.62%
<b>MAINTAIN COMMON AREAS</b>				
EMPLOYEE PAYROLL	-	523	(523)	0.00%
FISHING DERBY	2,665	-	2,665	
GENERAL MAINTENANCE	8,324	12,131	(3,807)	
LODGE SUPPLIES	273	14	259	1950.00%
MAINTAIN LAKE	-	4,084	(4,084)	0.00%
MAINTAIN STRUCTURE	598	1,181	(583)	50.64%
MAINTAIN COMMON AREAS SUBTOTAL	<u>11,860</u>	<u>17,933</u>	<u>(6,073)</u>	66.14%
<b>GENERAL ADMINISTRATION</b>				
CAPITAL IMPROVEMENTS-BRIDGE	-	-	-	
BANK CHARGES	72	300	(228)	24.00%
EMPLOYEE PAYROLL	4,612	713	3,899	646.84%
EQUIPMENT RENTAL	255	1,026	(771)	24.85%
FRANCHISE TAX EXPENSE	1,600	-	1,600	
OFFICE EXPENSE	1,032	1,428	(396)	72.27%
PERMITS AND FEES	614	-	614	
OUTSIDE SERVICES	622	-	622	
RECREATION	1,437	1,723	(286)	83.37%
TELEPHONE	1,453	-	1,453	
UTILITIES	4,215	9,239	(5,024)	45.63%
GENERAL ADMINISTRATION SUBTOTAL	<u>15,912</u>	<u>14,429</u>	<u>1,483</u>	110.28%
<b>TOTAL EXPENSES BEFORE DEPRECIATION</b>	165,139	266,873	(106,668)	61.88%
DEPRECIATION	<u>5,863</u>	<u>-</u>	<u>5,863</u>	
<b>TOTAL EXPENSES</b>	<u>171,002</u>	<u>266,873</u>	<u>(100,805)</u>	
<b>NET INCOME FROM OPERATIONS</b>	<u>\$ 65,834</u>	<u>\$ -</u>	<u>\$ 76,163</u>	

CHECKING ACCOUNT \$71,208  
BRIDGE ACCOUNT 20,612  
GENERAL RESERVES 10,000

# SIERRA PARK

## RULES AND REGULATIONS

October 2015

THE RULES, REGULATIONS, AND FEES ARE SUBJECT TO CHANGE BY THE WATER COMPANY AND/OR SERVICES COMPANY BOARDS OF DIRECTORS WITH 30 DAYS NOTICE.

In any community rules are necessary in order to create a safe environment and promote harmony between all residents. By following the rules, all residents will contribute to making our community a pleasant and enjoyable place. Property owners are responsible for understanding and following the rules as well as being responsible for the actions of family members, guests and renters. Some of these rules are related to state laws, including those intended to prevent unsafe behaviors like speeding, annoying ones such as excessive noise, or costly ones like illegal dumping. The Park will aid the Sheriff's office in enforcing them to the full extent of the law for your safety, community harmony and to minimize costs for all residents.

### I. Recreation Areas:

#### Recreation Hall (Lodge) and Picnic / Barbeque Grounds

##### A. Recreation Hall Rental

1. Rental must be by a property owner only. The property owner must be present during the event.
2. Recreation Hall occupancy limit is 120 people.
3. Request to be sent in writing to the Services Board of Directors fifteen (15) days prior to event.
4. Fees:
  - a. One hundred dollar (\$100) rental with request (single day use),
  - b. Two hundred-fifty (\$250) deposit, one week in advance of event,
  - c. A \$1,000,000 liability insurance rider covering the event; present with deposit.
5. Deposit refunded if Director in Charge determines that the hall is left clean and nothing is damaged or missing.
6. Event must end no later than 10:00 P.M. unless otherwise negotiated in advance with the board.
7. Alcohol is permitted in accordance with state laws. However, if it is to be served and/or sold, a proper dispensing license as required by the state is required and must be provided with the deposit.

##### B. Picnic / Barbeque Area

1. Rental must be by a property owner only. The property owner must be present at all times during the event.
2. Request to be sent in writing to the Services Board of Directors fifteen (15) days prior to event. Board may waive advance notice time period if facility is not already reserved.

3. Fee: Fifty (\$50) rental fee at time of request, which will be refunded when the picnic area and porta-potty is clean and neat with all trash taken to dumpster.
4. Driving to the backside of the barbecue pit is permitted (dirt road behind the lodge) for it is reserved to provide handicap access to the area. It can be used to drop off/pick up of supplies for events. This area is NOT to be used for casual parking of vehicles other than those (limit 2) dropping off or retrieving supplies except as otherwise noted.
5. If barbecue pit is used for cooking (briquettes only no wood), the fire must be substantially out prior to leaving the area. Ashes should be left in the barbecue so as to prevent inadvertent grass fire during attempts to remove them. The caretaker will remove the cooled ashes at a later time.

#### **Prohibited Activities while renting the Recreation Hall or Picnic Areas**

- a. Driving or parking any motor vehicles off of paved roads or outside of designated parking places. Parallel parking along Wheeler Road during events is permitted.
- b. Operation of any device (radio, generator, amplifiers, etc.) which emits sound at such a high level that it would create excessive noise that would unreasonably disturb any other owner's or tenant's enjoyment, is 80 decibels (EDBA) or greater, or exceeds a level deemed inappropriate by the Director In Charge.
- c. The removal of any Park property.
- d. The use of any supplies belonging to the Park in the lodge such as paper plates, coffee supplies, etc..
- e. Open fires outside of the picnic area BBQ pit.
- f. Use of facilities by unsupervised children under the age of 5.
- g. Violation of these rules can and will lead to the inability of renter to have access to the facilities in the future.

#### **C. Playground, Basketball Court and Baseball Diamond**

1. These areas are available on a first-come, first-served basis - no reservations or fees required.
2. If play equipment is available, use if you like but please return it for next user.  
PLEASE -
  - a. No illegal, noxious or offensive activities and behaviors that would become an unreasonable annoyance to others shall be carried out or conducted including excessive noise, barking dogs or offensive verbal and physical gestures to fellow users. If this is violated property owners will be contacted in an attempt to resolve the problem.
  - b. No use of facilities by unattended children under the age of 5.
  - c. No unsafe behaviors including gymnastics or unsafe climbing.
  - d. No skateboards, bicycles or other wheeled toys are allowed on the basketball court. They destroy the striping and it's expensive to repair.
  - e. Do not remove bases or pitcher mound.

#### **D. Dogs and Dog Park**

1. Dogs in the Park are required to be on a leash at all times and under control in accordance with county ordinances.
2. Dogs cannot be left unattended in the dog park.

3. Dogs using the dog park need to have had their vaccinations and be current with regard to veterinary care.
4. Dogs are allowed off leash in the confines of the dog park.
5. Dog park rules are posted there - please follow.
6. Pick up after your dog.

#### **E. Lake Area**

1. For use by owners, their guests and renters only.
2. For the safety of children there will be no use of the lake area by unsupervised children who are under the age of 12.
3. No lifeguards are on duty.
4. Picnic tables, shelter, barbeque and volleyball court are available on a first-come, first-served basis, no reservations required.
5. No fires allowed out side of the barbeques.
6. If barbeque is used (briquettes only no wood) fire must be extinguished before leaving area.
7. Clean up after yourself and your guests; use garbage containers provided.
8. Fishing is allowed for anyone 15 years of age or younger, unless otherwise posted. A California State Fishing license is required for any one older than 15.

#### **Prohibited Activities**

- a. Nude swimming or sunbathing
- b. Dogs or other animals in or around the lake pursuant to Tuolumne Health Department regulations
- c. Motorized craft other than small radio-controlled toys
- d. Behavior that endangers or interferes with the safety of others
- e. Unattended children within 10 feet of water or ice's edge
- f. Leaving any personal items in or around lake or area overnight including but not limited to personal rafts, paddle boats, shade canopies, etc. [One night exception for Fishing Derby.]
- g. Diving into the lake from docks or shore
- h. Driving to the beach/lake from the parking lot to drop off or retrieve stuff.
- i. In winter, walking on the ice at the lake.

## **II. Pine Needle Dump**

The pine needle dump is available to all Park property owners for the disposal of pine needles accumulated on their own property.

The Services Company makes every attempt to sell this material to a third party who in the past has ground it up on site and hauled it to a cogeneration facility to burn as fuel. If this is done the Park's pine needle management costs are reduced. If this is not an option then the waste must be hauled off at greater cost.

Regardless, the Park's costs are kept in check if -

1. Only 'green waste' is dumped here,
2. Green waste is any vegetative material cleaned up from around an owner's property. There is a four (4) inch diameter limit on the size of branches or tree trunk material that can be dumped. Larger size material must be hauled and disposed of elsewhere,
3. Construction materials, even if wood e.g. 2X4s etc. or other wood items such as plywood or pallets are not allowed.

4. No metal, concrete, or furniture is to be dumped there.
5. Please deposit your green waste as far back into the dump as possible to allow those after you to do the same.

### III. Garbage and Ash Disposal

1. A centralized animal proof garbage disposal dumpster is located in the parking lot near the basketball court. A fireplace/pit wood and barbeque briquet ash can (55 gal. barrel) is also there.
2. No household garbage should be left outside of a house if it is not in an animal proof container. If/when an animal finds a 'free lunch' they are almost certain to return again - and may bring friends and relatives.

#### Garbage Dumpster:

- a. **ALLOWED:** typical household garbage only - food scraps, paper goods, cans, glass, plastic bottles, etc. Please be neat and put all waste into the container.
- b. **NOT ALLOWED:** appliances of any size, furniture, building materials, mattresses, rugs, etc., any hazardous waste material, e.g., oil, paint, batteries, TVs, computers, electronic equipment. Any and all of **NOT ALLOWED** materials must be disposed of properly and legally -Property owners or renters must take such items to an authorized waste disposal facility such as the Cal Sierra Waste Transfer Station, 19309 Industrial Drive, in Sonora.
- c. If wishing to recycle, recycle materials may be taken to any recycling facility such as the Sonora recycling center.

#### Ash Disposal:

- a. Any spent ash material from burning in a fire pit/place barbeque must be deposited in the designated ash can at the trash dumpster. **NO BURNING OR SMOLDERING EMBERS** may be disposed of in the ash can as they constitute a potential fire hazard. Extinguish all burning material prior to deposit.

### IV. Wood Cutting

1. Cutting of wood for private use is only allowed within certain areas of the Park. These are:
  - a. on your own property
  - b. in the designated wood cutting area located across from the corporate yard.
2. Please be aware that all wood cut within the Park must remain in the Park. This is because California law/ordnance categorizes timber leaving the Park as being "harvested." "Harvesting" timber in California requires a permit. Anyone not having the requisite permit/s issued by the Department of Forestry can and may be fined by the Department. This applies to all timber cut on private lots and on Park property.
3. As necessary, the Services Company will cut down and/or remove dead or fallen trees from Park property. This wood is moved to the wood cutting area across from the corporate yard. This wood is available for owners and renters to cut, haul to, and use at their property.



## V. Open Burning in Park

### General

While the U. S. Forest Service and CalFire may from time to time allow open burning in certain areas **IT IS HIGHLY ADVISED THAT NO OPEN BURNING TAKE PLACE BY ANYONE IN THE PARK AT ANY TIME!** If property owners or renters choose to burn on their own they are required to follow the laws regarding necessary permits and when, where and how to burn. If there are any concerns about open fires the Fire Department and or the Department of Forestry will be called for assistance. Be aware that owners may be liable for all damages resulting from fires on their properties.

1. A Pine Needle Dump is provided within the Park to safely dispose of vegetative material.
2. There is no burning in the Needle Dump.

## VI. Motorized Vehicle Operation

**All motorized vehicles must have a valid DMV registration.**

### Licensed Vehicles -

1. All State and County regulations governing motor vehicle registration and operation apply on all Park property.
2. Twenty (20) mph speed limit on all roadways (strictly enforced with aid of local Sheriff's dept.)
3. Do not park off roadways in the wintertime; observe posted 'NO PARKING' signs. This is critical for snow plowing/removal activities. Extra parking is available in the lot by lake and garbage disposal areas. If your vehicle slides off the road in winter, it is your responsibility to remove it as soon as possible so snow removal operations are not impaired.
4. Illegally parked vehicles will be towed at owner's expense.
5. No excessive motor vehicle noise is allowed that would unreasonably disturb any other owner, guest or renter's enjoyment of the Park.
6. No inoperable vehicles left on Park roadways or parking areas.
7. All vehicles must remain on paved roadways (also see Article VIII).

### Unlicensed Motor Vehicles (ATV's, Dirt Bikes, Snowmobiles, etc.) -

1. **Use on any Park property is prohibited. If an unlicensed vehicle is to be used off Park property (accessed past gates at the Park's perimeter), they must be trailered to that location and off-loaded.**
2. Upon written request, the Board may give permission for the use of certain unlicensed vehicles. The request must stipulate the particular need for the use of such a vehicle.

## VII. Activities Prohibited Anywhere in the Park

1. Excessive noise that would unreasonably disturb any other owner's or renter's enjoyment of his or her lot or the common area, is 80 decibels (EDBA) or greater, or exceeds a level deemed appropriate by the Park Board or which is determined to be inappropriate by the Tuolumne County Sherriff's Department.
2. Violation of Park quiet time - 10:00 pm to 8:00 am.
3. Carrying, possessing or storing loaded firearms unless licensed to do so in accordance with California Law.

4. Discharging firearms anywhere in the park in accordance with California Law.
5. Commercial activity without granted-in-writing Board approval.
6. Dogs constantly barking.
7. Wasting water or excessive use that causes significant run-off, or as determined by the State of California
8. Trespassing across private property, unless access is granted by the owner
9. Use of mountain bikes in Park areas other than on established paths, to prevent destruction of natural state of property.
10. Dumping of anything anywhere in the park other than at designated sites.
11. Disposal of hazardous waste (engine oil, batteries, prescription drugs, etc.) directly on the ground or in the garbage.
12. Keeping water running in homes during wintertime. Please drain systems instead. Any property found to have water running from it will have the water shut off and property owners will be notified of the shut off.
13. Camping on Park property
14. Fireworks of any kind
15. No burning or any open fires are allowed on Park property outside of designated BBQ areas (briquettes only no wood) in the picnic and lake areas.

Please report any vandalism or other illegal activities to the authorities: Forest Service, Police, CalFire, and also inform the Service Company Board (209-533-7909)

## VIII. Conditions and Restrictions for Access Across Park Property

### General:

The following conditions and restrictions apply for access across Park property to private property for any reason.

1. Access must be from an improved (paved) road.
2. The improvements or other work on a property must remain within the property lines being accessed.
3. All County codes must be met.
4. All permits required by the County must be obtained.
5. Proper culverts must be installed if/as necessary
6. Before commencement of any work the Board of Directors must approve the proposed removal of any Park trees.
7. The person seeking approval for the access must be the property owner or legal agent of the owner.
8. All access through or across Park property is by permission of the Board of Directors before, during or after any improvement to private property under these conditions and restrictions. Owners of private property shall not acquire any prescriptive rights or easements over Park property, and the Services Company Board may deny permission to cross or occupy Park property at any time.
9. The Services Company Board may request proof of insurance and appropriate permits applicable to the any work being proposed as a condition for permission to use or cross Park property.

**The following conditions and restrictions apply for access across Park property to private property for routine access to owner's lots:**

1. The road, drive, or access must remain within the property lines of the property being accessed.
2. The person seeking approval for the access must be the property owner or legal agent of the owner.
3. All access through or across Park property is a privilege given by permission of the Board of Directors. Owners of private property shall not acquire any prescriptive rights or easements over Park property, and the Services Company Board may deny permission to cross or occupy Park property and may install barriers to prohibit access across Park property at any time.
4. Owners that are delinquent in paying either their Water or Service company bills by over 90 days may have access privileges revoked and barriers may be installed at the discretion of the Services Board.
5. If previous private improvements made on Park property are damaged by Park equipment in the normal process of maintaining the Park, the Park will not be responsible for repairs of such improvements.

**California Laws pertaining to alcohol use, including no public intoxication and minors not being allowed to consume alcoholic beverages, apply to all public areas of the Park.**

## **IX. Water System Maintenance Policy**

1. The Park's water system including infrastructure up to the shut-off valve at individual lots is the responsibility of the Sierra Park Water Company and any work associated with the system will be performed under the direction and supervision of the Water Company Board.
2. Any water delivery infrastructure to an individual property downstream of the lot's shut-off valve is personal property and responsibility of the lot owner or their legal designee.
3. Should a breakage or malfunction occur in the Company's Water System and it is determined by the Water Company Board that an individual or another company is responsible, they will be informed and expected to pay for the resulting damage.
4. The Caretaker is an employee of the Water Company. Water Company's insurance policy does not allow the Caretaker to work on water issues that are on personal property. However, the Caretaker may aid in contacting a qualified plumber by allowing the property owner to use a cell or other phone, if a phone is not available on the property. The Caretaker will also aid by turning the water off at the property's shut-off valve to contain the damage, if/as needed.

## **X. Caretaker's Responsibilities**

1. First and foremost it is the Caretaker's job to support Water Company operations. Additionally, the Caretaker is available to the Services Company for Road Maintenance/Snow Plowing and support of ancillary services (common area maintenance, trash management, needle dump management, etc.). Neither the Water or Services Companies' insurance policies allow for the Caretaker to do work for individuals nor help on personal property during regularly scheduled hours. These rules also apply to any others employed by the park whether on a full- or part-time or a volunteer basis.

**Please make these Rules and Regulations available to your family, visitors and/or renters.**

**They apply to all persons who visit or live in the Park.**

Sierra Park Services Company Board of Directors  
Sierra Park Water Company Board of Directors

Approved: Sierra Park Services Company Board of Directors  
Date: October 10, 2015

# SIERRA PARK SERVICES COMPANY

## GATE ACCESS POLICY

### OVERVIEW and PROPERTY OWNER ACCESS

Sierra Park is a gated community. Property owner access is provided at the time of property purchase by verification of property ownership. The new owner is provided free of charge two (2) magnetic access cards that are 'read' by the gate's card reader (passing the card near the reader mechanism). If those cards are lost, stolen or otherwise fail to function they must be replaced at the owner's expense. Additional cards can be purchased. Property owners may also purchase, battery powered remote transmitters, i.e. 'clicker'. Cards and clickers are sold at Services Company cost.

Property owners are allowed up to a total of 6 entry devices unless a request is made to the Gate Administrator for accommodation of more due to multiple owners or family members.

As posted at the gate, it is monitored by video camera (entry and exit).

### ALLOWING ACCESS TO OTHERS

Visitors, contractors, etc. coming to a particular property in the Park can type in the property owner's name into a keypad at the gate and 'ring' the phone of the property owner. The residence phone must have a 209 area code.

To get your name and phone number added to the Gate Directory this information needs to be provided by the property owner (name, property address and phone number) and given to the Gate Administrator for input into the gate system's database. It takes 24 hours after this information is provided to the Administrator for system input and to become active.

To allow entry when someone calls from the gate using the Gate Directory, the property owner can dial "\* 9" into their phone at the time of the call and the gate will open (listen to the 'beep' for the signal to activate the gate and then hang up your phone). If no one answers the call on the home line or dials in "\* 9" of course the gate will not open.

Recommendation: Cell phone reception in the Park is problematic so it is recommended that a land-line phone number at the residence be used in the gate system's data base.

The gate is also equipped with an optional 3-digit Entry Code dial-up capability allowing an owner's designated 3-digit number to be typed into the gate's keypad, then press "call". This shortcuts the need to dial the full 10 digit land-line number of the residence. A property owner will be assigned a code (3 digits) to provide to expected guests or contractors. The home phone will ring and when the property owner dials "\* 9" the gate will open.

If an owner wishes to have a contractor or some one else, i.e., weekend renter, have short-term access to their property they may provide them with a card or clicker. However, it is the owner's responsibility to make sure the entity (contractor or other) to which it was provided is aware of and follows Park rules and that the card or clicker be returned to them.

**REMINDER:** It is the responsibility of the property owner to notify the Services Company if an entry device is lost or stolen so that it can be deactivated. Gate system costs are dependent on how many devices have been issued and active. It is in the interest of all to manage those costs. Unless the Gate Administrator is notified, any misuse of the entry device is the sole responsibility of the property

owner and any damage to property or use of Sierra Park property by unauthorized person or persons will be the responsibility of that property owner. If questionable activity occurs the Gate entry codes and the video recordings (entry and exit) will be reviewed by the authorities.

**Others with Access Needs**

It is acknowledged that from time to time, general use vendors (Fed Ex, USPS, Propane Companies, etc.), contractors, consultants, providing services for the Water and/or Services Companies may be provided an Entry Code or Card under strict use guidelines. This is done most sparingly and requires the vendor to provide specific information so their particular code/card's use can be monitored. If it is determined that a code or card is compromised in some way, the Gate Administrator will either assign a new code/card, or removed the vendor's assigned code or deactivate the card from the system.

**EMERGENCY VEHICLES, SHERIFFY DEPARMENT AND FIRST RESPONDERS:** Other entities, as noted, are provided an Entry Code that allows them access when necessary. They may also be able to "lock" the Gate in an open-position to allow speedier access/entry and exit if and as needed.

**SPECIAL NEEDS VEHICLES:** Some residents use transportation that allows for handicapped or special needs riders. Accommodation has been made for those transportation vehicles, they are provided an access entry code.

**GATE ADMINISTRATION**

For additional information on gate access policy and procedures or to obtain a Contractor Gate Access Agreement Form contact:

209-533-7909 or [www.sierraparkservices.com](http://www.sierraparkservices.com)

<p><b>This policy is effective 10/1/2015 and is subject to change by Board of Directors action at any time.</b></p>
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