



MEMBER HANDBOOK

RULES AND REGULATIONS OF THE
LAKE ALMANOR COUNTRY CLUB

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MEMBER HANDBOOK

RULES & REGULATIONS

Effective January 1, 2026

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I.0 MEMBERSHIP

I.0

I.1 Qualifications

- I.1.1** Any lot owner and spouse/significant other with paid-up dues and assessments.
- I.1.2** Single children, of qualified property owners, under 21 years of age.
- I.1.3** Exceptions to the above must be approved by the General Manager.
- I.1.4** Further information can be found in the current LACC Bylaws.

I.2 Identification

- I.2.1** 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.

I.3 Lists

- I.3.1** 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.

2.1 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 sticker or a temporary pass. Vehicles found in LACC not displaying a valid temporary pass or sticker are subject to citation.
- 2.1.4** All electronic gate cards will be disabled as of October 15th, 2024. Refunds cannot be provided for previously issued cards.

2.2 Members

- 2.2.1** Members may have access to LACC by one of the following methods:
 - 2.2.1.1** Display of a membership sticker on the vehicle at Clifford gate during gate hours.
 - 2.2.1.2** Call a member with the “Community by My Q” app installed via the Liftmaster intercom at any gate. The member can then remotely grant access.
 - 2.2.1.3** Entry at any gate at any hour via an RF tag permanently affixed to the vehicle. Members are allowed a maximum of 10 RF Tags per lot.
 - 2.2.1.4** Entry using “My Q Community” contactless entry at any gate at any hour.
 - 2.2.1.4.1** Installation of the “Community by My Q” app is strongly advised since the only method to create passes for guests or renters is via the app. To improve guest access security, the gate staff will no longer take telephone calls related to gate access. Exceptions may be considered in emergencies. Four (4) “Community by My Q” licenses are permitted per lot. Additional licenses may be considered upon written request.

2.3 Renters

- 2.3.1** Short-term renters are defined as individuals renting the same home for 30 consecutive days or less.
- 2.3.2** Short-term renters must have an electronic gate pass issued by the member or the property manager for the duration of their stay.
- 2.3.3** During attended gate hours, short-term renters must enter LACC for the first time via the Clifford Gate visitor lane to check in and obtain a printed pass to be continuously displayed on the vehicle dashboard.

- 2.3.4** After hours, short-term renters will find an envelope at the gatehouse wall containing their printed pass and any purchased boat stickers, or they should be obtained the following day during gatehouse operational hours.
- 2.3.5** Long-term renters are defined as individuals who rent the same home for more than 30 consecutive days. They must have an electronic pass for the duration of their stay or have the “Community by My Q” app installed and active for the duration of their rental lease or contract. Registered year-round renters will receive LACC vehicle stickers, which must be permanently attached. They can also purchase RF tags for their vehicles.
- 2.3.6** All members who wish to rent their homes must complete a “Renters Access Permit” annually. This permit must be completed before a member’s tenant(s) will be allowed into LACC.
- 2.3.7** Members who rent their homes for any length of time will be billed an annual rental permit fee each calendar year. An additional Club Facility and Roads Impact Fee will be charged daily to owners for short-term renters (30 days or less and monthly for seasonal renters (31 to 180 days) as compensation to LACC for the additional cost, impacts, and use of LACC facilities by such renters.
- 2.3.8** Members who rent their home long-term (180 days or greater to any one renter) are not subject to the Facility and Roads Impact Fee.
- 2.3.9** All members must complete the Renter Registration Form each time their home is rented. The member/owner must pay the applicable Club Impact Fees for each stay.
- 2.3.10** Members are prohibited from falsely registering renters of their homes as guests. Should members register renters of their homes as guests, they will be charged the applicable impact fees and may be fined.
- 2.3.11** LACC members who rent a residence within LACC for their use or rent to another LACC member are exempt from all LACC rental fees. In addition, the owner of a residence is not required to pay the Club Impact Fees when the residence is rented and occupied by an LACC member.
- 2.3.12** Short-term renters are limited to the agreed-upon number of vehicles, as outlined in the Rental Access Permit.

2.4 Guests

- 2.4.1** A guest is anyone who visits a member or renter in LACC for any period without registering as a renter. Members and renters may arrange access to LACC for their guests by one of the following:
- 2.4.2** A member or family member must create a guest pass for each guest and/or vehicle driver. Guests must display a printed pass in LACC obtained when arriving at the gatehouse

or obtained from the gatehouse by noon the day after entry. Guests can no longer be authorized by a telephone call to the gatehouse.

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

2.4.4 Members' unexpected or late-night guests will be permitted access only if they use the "Community by My Q" directory to gain entry via the intercom or are issued an electronic guest pass by the member.

2.4.5 Issuing a guest pass to a contractor performing a service is prohibited and can result in revocation of the My Q license.

2.5 Family Stickers

2.5.1 Members may authorize family stickers for immediate family members. The 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 with primary membership privileges and vehicle stickers. The other owners will receive family stickers from the gate attendants. Family member vehicles that do not display a family sticker may be cited.

2.5.3 Up to a limit of 4 total licenses per lot, including the members' "my Q" licenses and applications, can be allocated to family members to allow family members to enter using My Q contactless entry and to be able to issue guest passes. Additional licenses may be considered upon written request.

2.5.4 Family members can be issued guest passes electronically by members for the duration of their stay.

2.6 Business Stickers

2.6.1 Contractors, 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. The General Manager or designee must approve any exceptions to the above. Failure to comply with any LACC rule or regulation may result in revocation of entry privileges.

2.7 Other

2.7.1 Entrance to LACC may be permitted by the gate attendant on a case-by-case basis.

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 Motorcycles, mini-bikes, and other types of motorbikes

3.2.4.1 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 CMI 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.

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

3.2.5 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):

3.2.5.1 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

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

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

3.2.5.4 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.

3.2.5.5 OHV must be registered annually by May 1st and adhere to a decibel meter (DBA) noise limit (<96DBA) and test by LACC Security Department.

3.2.5.6 OHV registration is limited to 180.

3.2.5.12.1 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.

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

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

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

- 3.2.5.10** 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.
- 3.2.5.11** 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.
- 3.2.5.12** 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.
- 3.2.5.13** 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.
- 3.2.5.14** 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.
- 3.2.5.15** 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.
- 3.2.5.16** 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.
- 3.2.5.17** LACC shall create a waiting list for members who did not qualify for the 180 OHV limit.
- 3.2.5.18** 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.
- 3.2.5.19** 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.
- 3.2.5.21** Members will not allow renters to use, drive, and/or operate their OHVs.
- 3.2.5.22** An appeal process will be applied if a guest uses a homeowner's OHV, with or without permission, and breaks the above terms.

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

3.2.6 Golf Carts

3.2.6.1 Golf Carts must be owned by and registered to a LACC member.

3.2.6.2 Golf Carts must be registered annually.

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

3.2.6.4 Golf Carts must display a current LACC offroad sticker as affixed by LACC staff at time of registration.

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

3.2.6.6 Golf Carts 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.

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

3.2.6.8 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.

3.2.6.9 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.

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

3.2.6.11 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 carts [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 carts 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 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, Beach Areas, Reservations

3.4.1 Recreation Areas 1 & 2

- 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 BBQ pits. Personally owned briquette and propane BBQs are NOT 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, overnight. 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 Peninsula Fire Protection District – Fire Halls 1 & 2

- 3.5.1** Fire halls 1 & 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 & Pickleball 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:

- 3.6.1.12.1** Accompanied by a member.

- 3.6.1.12.2** Unaccompanied by the member, and the member has reserved the court.

- 3.6.1.12.3** 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:
 - 3.7.1.12.1** Be a guest of an LACC member. Must be playing with the member or the starting time has been made by the member.
 - 3.7.1.12.2** Guests playing in a tournament sponsored by one of the LACC Golf clubs and approved by the Golf Committee, will play at the member rate.
 - 3.7.1.12.3** 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.
 - 3.7.1.12.4** 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.
 - 3.7.1.12.5** 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:
 - 3.7.1.12.1** The member makes a reservation for his/her guest and is present at the pro shop desk when the guest checks in.

3.7.1.12.2 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

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

3.7.1.12.2 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 Carts. Private golf carts may be operated on the golf course subject to the following restrictions:

3.7.2.1 All golf carts 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 carts are limited to two riders and two golf bags per cart.

3.7.2.4 A golf cart is defined as a motor vehicle designed and manufactured primarily for operation on a golf course. All golf carts must be equipped with street & turf tires only (All-Terrain or Off-Road Tires are not allowed on the Golf Course or grass areas within the LACC parks and common areas). Golf carts shall not exceed a maximum speed of 15 MPH on the golf course.

3.7.2.5 No golf carts, 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 codes:** 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.
- 3.7.3.12.1** Use of irons ONLY on the driving range.
- 3.7.3.14** All 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 Sec. 3.7.3.16). Unlimited play passes may be used from the Opening Date to the Seasonal Golf Course Closing Date for all play except Invitationals. Trail fee passes may be used at any time the Golf Course is open. Golf Carts are not permitted on the Driving Range turf 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 event coordinator. The clubhouse event coordinator 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

4.0

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 the 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** Feeding wildlife, with the exception of birds, is prohibited.

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 3:00 PM the day of the event, or the owner will be fined and 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. Residing in/sleeping in Travel Trailers, Teardrop Trailers, Class A, B or C Motorhomes, Tent Trailers, Sport Utility RV's or any vehicle or boat on LACC Common Area property, including beaches, boat ramps, parking lots, road shoulders and vacant lots is prohibited.
- 4.7.1** Recreational Vehicles on Private Lots: A maximum of two (2) recreational vehicles are permitted on private property (member lots) within LACC on which a permanent residence has been completed and may be used in lieu of guest houses for overflow guest temporary accommodations. No on street RV parking is permitted. Recreational vehicles may not be used for a period longer than two months and are subject to Architectural Review Committee rules and Plumas County Sanitarian rules. See 6.5.7 regarding recreational vehicles on lots under construction.
- 4.7.2** Single 1-4 person pop up tents overnight in the backyard or on the deck are permitted on private property (member lots) within LACC on which a permanent residence has been completed and may be used in lieu of guest houses for overflow guest temporary accommodations. Tent camping on vacant lots is prohibited.
- 4.7.3** Visitor recreational vehicles (RV) are required to have an RV parking permit. No on street RV parking is permitted.
- 4.7.4** No Boat, OHV or Towable (empty or loaded) trailers are permitted to be stored on vacant lots
- 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.
- 4.10 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.

5.1 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 530-259-5320.

5.4 Other Emergencies

5.4.1 LACC Security Patrolmen may be reached at 530-259-5320. Hours as posted and subject to change.

5.4.2 Plumas County Sheriff's Department may be reached at 530-258-3111, 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.

6.1 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 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 under the CC&R requirements for review and approval of plans before the start of construction. In addition, the committee encourages and is available for consultation during conceptual stages and before engineering. The committee comprises 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. As appointed by the President of the Board of Directors, the General Manager and/or Board of Directors Liaison shall serve as a nonvoting 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 changes, improvements, or 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 written notices of correction to offending parties as appropriate and necessary in each case, up to and including the issuance of a Red Tag Notice to cease construction,
- (5) request citations be issued by the Security Department 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 General Manager and/or 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, the applicant may submit a Request for Variance as outlined in Section 6.7. The applicant may be notified and invited and/or requested to attend a Variance meeting. The ARC Chairman may request that the Variance Meeting be held at the owner's property to better understand the need for the variance.

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 by written request on forms provided by the LACC Administrative Office.

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, cleaning, and repair of any damage to LACC property, an inspection by LACC will be made to finalize and close the LACC Architectural Permit. 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. "NO-FEE" permits may be granted for work for repairs to damages caused by natural disasters such as, but not limited to, wind, fire, flooding, and earthquake.

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, Accessory Dwelling Units, storage sheds, decks, outside staircases, trams, re-roofing, and/or any work for which a Plumas County building or septic system permit is required. Application and plan approval is also required for exterior repainting projects, 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.

6.3.4 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, including driveway aprons and parking pads, may be issued by the LACC office without referral to the Architectural Review Committee. Encroachment Permit requests for parking pads must include the necessary improvements to protect LACC rights-of-way, roads, and fire hydrants, and to meet California Vehicle Code required parking clearances from fire hydrants. Each permit shall specify the special requirements to be met that are unique to the project and 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 the cooperative effort of the Architectural Review Committee and the General Manager. The details of the administration of the permits and the permit processing shall be handled by LACC management.

6.4 Plans

6.4.1 Plan Approval. Plan Approval by the LACC Architectural Review Committee is required for all structures to be built in LACC before applying for a building permit in Plumas County. No work will be permitted without LACC approval. LACC may check the work during construction to ensure 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. Improvements over primary or designated locations of secondary leach fields are not allowed and will not be approved by LACC. Improvements in rights-of-way, including, but not limited to, columns, lighting standards/poles, and arches, will not be approved.

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, showing dimensions from new construction or improvements to all affected adjacent property lines, (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 the LACC office handout material for further details about preparing plans.

6.5 CC&R Construction Requirements.

6.5.1 Single Family Residences. Not more than one single-family primary residence may be constructed on any one (1) Lot. Secondary dwellings such as Guest Quarters or Accessory Dwelling Units will also be approved. The main residence shall be the first to be constructed, except as approved by the Architectural Review Committee. If a Guest Quarter or Accessory Dwelling Unit is approved as part of the initial development of a lot, the septic systems, foundations, and primary residence framing must all be completed prior to the start of the Guest Quarter or Accessory Dwelling Unit framing.

6.5.2 Submission of Plans to Lake Almanor Country Club. Plans of the residence, guest house, accessory dwelling unit, 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. Plans shall also include the location of both the primary and secondary leach fields. These plans must be submitted to the Architectural Review Committee and approval thereof obtained prior to start of construction.

6.5.3 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 two hundred (1,200) square feet of living area on the main floor in one- story residences. Accessory Dwelling Unit square footage shall be consistent with Plumas County requirements.

6.5.4 Time Limit and Materials. The exterior of the building shall be completed within two (2) years of the date of starting construction. Construction must start within six (6) months of LACC or Plumas County approval. All exterior materials shall be new. Metallic roofing and

diverters will be permitted when they are color-coated by the manufacturer with an approved nonglare material. Metal siding is not allowed as the primary siding material. Metal siding may be allowed as an aesthetic architectural feature, including, but not limited to, foundation enclosures, wainscots, side lite and transom panels, and gable ends. Exterior walls below floor line shall be enclosed unless the foundation structure is designed especially for architectural appearance.

6.5.5 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 all building rules, regulations, and restrictions and ACR's established and/or adopted by the Country Club.

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

6.5.7 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 must be approved by the Plumas County Sanitarian before occupancy.

6.6 LACC Architectural Construction Requirements

6.6.1 Guesthouses and Accessory Dwelling Units

6.6.1.1 Definition. Guesthouses, referred to in paragraph I of the CC&Rs, shall mean any living and/or sleeping space not constructed as an integral part of the main residence with a continuous foundation, common wall(s), and interconnecting door(s). For 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. The Plumas County Building Department defines Accessory Dwelling Units.

6.6.1.2 Area. Guesthouses and Accessory Dwelling Units shall be constructed according to Plumas County standards and regulations. Any second-story guesthouse must meet all LACC setback requirements and be at least 10' from the side property line and 20' from the front property line.

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

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, panel construction homes, structural insulated panel (SIP) homes, and log homes are permitted. Prefabricated metal carports and temporary fabric-covered or plastic-covered carports are prohibited.

6.6.3 Sanitation Facilities. County-approved sanitation facilities (such as chemical toilets) are required at all building sites during construction. The 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 the exterior color selection shall be approved by the Architectural Review Committee. Exterior colors should harmonize with the surrounding natural landscape, using tones and hues that reflect the area's natural environment, such as earth tones, muted greens, browns, and grays. Gloss may be used on exterior doors, including garage doors. Brightly colored finishes are prohibited and color intensity must be kept low for large surfaces. Manufacturer's color chips may be submitted for approval but will not be accepted if submitted electronically due to differences in computer and printer capabilities.

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 House	20'	15'	15'
One-story Attached Garage	20'	5'	15'
One-story Detached Garage (must be side-load if there is not a minimum of 20 ft. between garage entrance and edge of the street). This wording is changed	10'	5'	15'
Two-story Garage	20'	10'	15'
Carports	Same as garages		
Ground-level Attached Deck (not over 30" above grade at any point)	20'	5'	5'
Ground-level Detached Deck (not over 8" above grade at any point)	10'	5'	5'
Second-story Deck	20'	5'	10'
Third-story Deck	20'	10'	15'
Sheds and misc. under 120 sqft.	20'	5'	5'
Sheds and misc. between 120 & 200sq.ft.	20'	5'	15'
Accessory Dwelling Unit (should be the same as other buildings)	Per Plumas County Bldg. Dept.		

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 lakefront 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 corner property line, provided, however, the front of a one-story detached garage (or carport) may have a 10-foot minimum setback and must meet the side-load requirement.

6.6.7.3 Setbacks for Combination Two and Three-Story Structures. The minimum side 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 no less than 40 feet from the property line. Decks and outside staircases shall be no less than 30 feet from the golf course property line.

6.6.7.5 Side Setback Encroachment. Encroachment into side setbacks will be allowed only for roof eaves and/or utility pads. No cantilevered or foundation-supported structures may encroach into side setbacks.

6.6.7.6 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 the 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.

6.6.9 Work Hours and Noise Restrictions. Construction work that creates a reported noise disturbance is prohibited between 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, Contractors, and Renters may not conduct noisy construction work on Sundays or holidays. This includes using nail guns, air compressors, or other noise-making equipment, including hammers and loud radios. The General Manager or designee must approve any exceptions.

6.6.10 Exterior Lights. All exterior lights shall be installed in such a manner (hooded, if necessary) so as not to annoy 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. Fences less than two (2) feet in height are considered as "hardscape" and do not require approval. Sight screens up to five (5) ft. high may be installed on side yard decks and rear decks and do not require approval.

6.6.11.1 Decorative Fences. Decorative fences or entrance gates 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 concerning 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 or metal bar. Other protective fence materials may be substituted, provided the Architectural Review Committee approves it. The committee will only approve protective fence material that does not restrict views across the member's property any more than chain link fencing

(4) barbed wire is prohibited.

6.6.11.3 Propane Tank Concealment Screens. A propane tank screen's sole purpose is to conceal a propane tank. Section 6107.3 of the California Fire Code requires that combustible materials be kept at least 10 ft from L.P. gas tanks or containers.

6.6.11.3.1 Concealment screens for installations of tanks of 2000 gallons water capacity or less.

- Concealment screens are considered to be structures and therefore must meet L.A.C.C. structure setback requirements from property lines.
- Screens that conceal up to one side and both ends of the tank and do not include roof structures are permitted. Storage between the tank and screen is prohibited.
- Screens shall be constructed to a maximum height of 12 inches above the highest point of the tank and total height must not exceed 72 inches above grade.
- Screens shall be constructed to provide a minimum bottom clearance of 6 inches.
- Screens shall be constructed to maintain a clearance of 18 inches clearance from the tank.
- Screens are permitted to have gates that are not lockable.
- Screens and roofs shall not limit the ability to maintain or fill the tank.
- Roofs over propane tanks (shed roof designs are preferred) are permitted provided they:
 - (1) are constructed with a minimum of 6:12 pitch,
 - (2) do not allow the pocketing of escaping gas,
 - (3) do not allow the interference with application of cooling water by fire departments, and
 - (4) do not impede the egress of personnel in an emergency.
- Screens with roofs may be enclosed only on one side and one end or both ends.
- All screens and roofs must be designed and constructed to be fire-resistant.

Note: Propane tank installations are regulated by the National Fire Protection Association (N.F.P.A.), the California Fire Code, and the Propane Industry. Propane tank installations must have permits issued by, and inspections conducted by the Plumas County Building Department.

6.6.11.4 Application for Permit. An application for a fence permit must 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, do not require a permit or Architectural Review Committee approval.

6.6.13 Satellite dish antennas larger than 39" in diameter are considered structures and must be approved by 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.

6.6.14 Driveways. All new homes constructed in LACC shall have 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.

Construction of all new homes shall provide base rock along the road's edge at any point where construction traffic will enter the property to protect the edge of the LACC roads.

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 object. All affected adjacent neighbors must be presented with details indicating the location and materials of the proposed fence and must sign documentation indicating their approval. The requesting owner, not LACC, must present the documentation and acquire approval signatures before submitting a Request for Variance.

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

7.1 Security

- 7.1.1** 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.

8.1 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 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.

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 *et seq.* as may be amended. 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 the members.

9.1. Inspector of Elections

9.1.1. Appointment and Term.

9.1.1.1. Appointment. The Board of Directors ("Board") shall appoint one (1) or three (3) persons to serve as the Inspector of Elections ("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 report to the Board as required by Section 1.4.1.8 of these Rules.

9.1.2. Qualifications. The Inspector shall be an independent third-party who is not any of the following: (a) currently a Director or a candidate for the Board, (b) related to a Director or a candidate for the Board, or (c) a person, business entity, or subdivision of a business entity 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. The Inspector shall preside over member elections or votes on any of the matters set forth in Civil Code section 5100, which provides 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.

9.1.3.1. 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.

9.1.3.2. 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.

9.1.3.3. The Inspector may appoint and oversee additional persons who meet the qualifications under Section 1.2 of these Rules, to count and tabulate votes as the Inspector deems appropriate.

9.1.4. Duties. 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 protecting the interest of all Members of the Association. In addition, the Inspector shall do the following:

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

9.1.4.2. Receive ballots.

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

- 9.1.4.4.** Count and tabulate all votes.
- 9.1.4.5.** Determine when polls close, consistent with the governing documents.
- 9.1.4.6.** Determine the results of the election.
- 9.1.4.7.** 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, which are not in conflict with this Section.
- 9.1.4.8.** Prepare a written report of the activities undertaken in any election.
- 9.1.4.9.** Each Member voting by electronic secret ballot shall be provided with the following:
 - 9.1.4.9.1.** A method to authenticate the Member's identity to the internet-based voting system.
 - 9.1.4.9.2.** A method to transmit an electronic secret ballot to the internet-based voting system that ensures the secrecy and integrity of each ballot.
 - 9.1.4.9.3.** A method to confirm, at least thirty (30) days before the voting deadline, that the Member's electronic device can successfully communicate with the internet-based voting system.
- 9.1.4.10.** Any internet-based voting system that is utilized shall have the ability to accomplish the following:
 - 9.1.4.10.1.** Authenticate the Member's identity.
 - 9.1.4.10.2.** Authenticate the validity of each electronic secret ballot to ensure that the electronic secret ballot is not altered in transit.
 - 9.1.4.10.3.** Transmit a receipt from the internet-based voting system to each Member who casts an electronic secret ballot.
 - 9.1.4.10.4.** Permanently separate any authenticating or identifying information from the electronic secret ballot rendering it impossible to connect an election ballot to a specific Member.
 - 9.1.4.10.5.** Store and keep electronic secret ballots accessible to elections officials or their authorized representatives for recount, inspection, and review purposes.
- 9.1.4.11.** The management company may assist the Inspector in performing all duties of the Inspector listed above in Section 1.4, 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 1.4.
- 9.1.4.12.** It is the intent of the Association, 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 director and officer liability 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. Member.** Candidates shall be Members of the Association. This does not restrict a developer from making a nomination of a nonmember candidate consistent with the voting power of the developer as set forth in the regulations of the Department of Real

Estate and the Association's governing documents. If title is held by a legal entity, which is not a natural person, the governing authority of the 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 an appointment.

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

9.2.1.3. Current 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. The Association may not disqualify a candidate for failure to be current in payment of regular and special assessments if either of the following is true: (a) the candidate has paid the regular or special assessment under protest pursuant to Civil Code section 5658, or (b) the candidate has entered a payment plan pursuant to Civil Code section 5665. 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.

9.2.1.4. 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 not been provided the opportunity to engage in internal dispute resolution with the Association. This provision shall not apply if the Association has previously offered the Member the opportunity to engage in the Association's internal dispute resolution process regarding the assessment delinquency.

9.2.1.5. Prevention of Fidelity Insurance Coverage. A Member shall not be qualified as a candidate or continue to serve as a Director if the candidate or Director has a past criminal conviction which would prevent the Association from purchasing fidelity insurance coverage as required by Civil Code section 5806 or would terminate the Association's existing fidelity insurance coverage.

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 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. Uncontested Election of Directors. If after the close of nominations, the number of candidates nominated for the Board is equal to or less than the number of Directors to be elected, the Board may use acclamation, using the procedures required by Civil Code

section 5103, provided the Association has held a regular election for the Directors in the last three (3) years. The three (3) year period shall be calculated from the date ballots were due in the last Director election to the start of voting for the proposed election.

9.4. Voting Qualifications

9.4.1. Voting Rights. Members shall be entitled to cast votes in elections, as further set forth in the Association's governing documents, including with regard to membership "Class" if applicable. 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.

9.4.2. 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, such Owner was acting with the authority and consent of the other Owners of the Residence.

9.4.3. Cumulative Voting. Cumulative voting is not permitted per the Association's Bylaws.

9.4.4. Proxies. Proxies are permitted in accordance with the Association's Bylaws.

9.4.5. Access to a Ballot. 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. The Association shall not deny a ballot to a person with general power of attorney for a Member. The ballot of a person with general power of attorney for a Member shall be counted if returned in a timely manner.

9.5. Electronic Voting

9.5.1. Use of Electronic Voting. The Association may conduct elections by electronic voting as provided for in this Amendment. The Association may utilize the Inspector(s) of Elections ("Inspector"), as specified in Section 5110, to conduct an election by electronic secret ballot, except for an election regarding regular or special assessments, as provided for in Civil Code Section 5600, et. seq. As used in this Amendment, "electronic secret ballot" means a ballot conducted by an electronic voting system that ensures the secrecy and integrity of a ballot pursuant to the requirements of Civil Code Section 5100, et. seq.

9.5.2. Method of Voting. All Members who have identified email as their preferred method of delivery for receiving notices pursuant to Civil Code Section 4041, or who otherwise identify electronic voting as their preferred method of voting, shall vote in elections provided for in this Amendment by electronic voting. Members may change their preferred method of voting from electronic secret ballot to paper secret ballot or paper secret ballot to electronic secret ballot no later than ninety (90) days before an election. Members who vote by electronic secret ballot must provide their email address to the Association. If the Association does not have a Member's email address required to vote by electronic secret ballot by the time at which ballots are to be distributed, the Association shall send the Member a paper secret ballot.

- 9.5.3. Changing Method of Voting.** If a Member's preferred method of delivery or voting is not electronic secret ballot, or if a Member opts out of voting by electronic secret ballot, the Association shall mail a paper secret ballot to the Member.
- 9.5.4. Notice Prior to Election.** The Association shall provide individual notice, delivered pursuant to Civil Code Section 4040, at least thirty (30) days before the deadline to opt out of voting by electronic secret ballot, of the following:
- 9.5.4.1.** The Member's current voting method.
 - 9.5.4.2.** If the Member's voting method is by electronic secret ballot and the Association has an email address for the Member, the email address of the Member that will be used for voting by electronic secret ballot.
 - 9.5.4.3.** An explanation that the Member is required to opt out of voting by electronic secret ballot if the Member elects to vote by paper secret ballot.
 - 9.5.4.4.** An explanation of how a Member may opt out of voting by electronic secret ballot.
 - 9.5.4.5.** The deadline by which the Member is required to opt out of voting by electronic secret ballot if the Member elects to exercise that right.
- 9.5.5. Annual Notice.** The Association shall include instructions in the Annual Policy Statement regarding how to change their preferred method of voting to electronic secret ballot or paper secret ballot.
- 9.5.6. List of Voting Preferences.** The Association shall maintain a list of Members who will vote by electronic secret ballot and all Members who will vote by paper secret ballot.
- 9.5.7. Ballot Contents.** Electronic secret ballots and paper secret ballots shall contain the same list of items and information being voted on. If the Association conducts an election to approve an amendment of governing documents by electronic secret ballot, the Association may deliver, by electronic means, the text of the proposed amendment to those Members who vote by electronic secret ballot, pursuant to Civil Code Section 5105. The Association shall also deliver a paper copy of the text of the proposed amendment to those Members upon request and without charge. If a Member votes by paper secret ballot, pursuant to Civil Code Section 5105, the Association shall deliver a written copy of the text of the proposed amendment to the Member with the ballot.
- 9.5.8. Nominations from the Floor.** Nominations from the floor of Membership meetings is prohibited.
- 9.5.9. Electronic Secret Ballot Delivery.** Electronic secret ballots shall be by delivered by individual delivery at least thirty (30) days before the election, and must contain instructions regarding how to obtain access to that internet-based voting system; and (ii) how to vote by electronic secret ballot. Electronic secret ballots may be included in an electronic individual notice sent pursuant to Civil Code Section 4040. Delivery of the individual notice may be accomplished by electronic submission to an address, location, or system designated by the Member.
- 9.5.10. Casting Electronic Secret Ballot.** A vote made by electronic secret ballot is effective when it is electronically transmitted to an address, location, or system designated by the Inspector(s). A vote made by electronic secret ballot shall not be revoked.
- 9.5.11. Quorum.** For purposes of determining a quorum, a Member voting electronically pursuant to this Amendment shall be counted as a Member in attendance at the meeting. Once the quorum is established, a substantive vote of the Members shall not be taken on any issue other than the issues specifically identified in the electronic vote.

9.6. Secret Ballot and Voting Procedure

9.6.1. Pre-Voting Notice Prior to 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:

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

9.6.1.2. The date and time by which electronic secret ballots are to be transmitted to the internet-based voting system and preliminary instructions on how to vote by electronic secret ballot upon commencement of the voting period.

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

9.6.1.4. The list of all candidate names, which will appear on the ballot.

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

9.6.2. Distribution of Secret Ballots. Voting on matters addressed in Civil Code sections 5100 to 5115 shall be determined by using a double envelope system to ensure the privacy of the Member casting their vote.

9.6.2.1. 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:

9.6.2.1.1. The secret ballot or ballots and two (2) envelopes: (a) a privacy envelope, and (b) a mailing envelope, with instructions on how to return the secret ballot, unless the Association conducts an election by electronic secret ballot as provided for in Civil Code Section 5105, in which case only Members who will vote by paper secret ballot pursuant to Civil Code Section 5105 shall be mailed or delivered the ballots and envelopes.

9.6.2.1.2. A copy of these Rules. Delivery of these Rules may be accomplished by either of the following methods: 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:" or by individual delivery.

9.6.2.2. The mailing envelope is addressed to the Inspector. In the upper left-hand corner of the mailing envelope, the voter prints and signs their name, address, and Residence entitling them to vote.

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

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

9.6.2.5. 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. If the Association conducts an election to approve an amendment of governing documents by electronic secret ballot, the Association may deliver, by electronic means, the text of the proposed amendment to those Members who vote by electronic secret ballot, pursuant to Civil Code Section 5105.

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

9.6.2.7. The secret ballot itself is not to be signed by the Member voting but is to be inserted into the privacy envelope, sealed by the Member. This envelope is inserted into the mailing envelope, sealed by the Member.

9.6.3. Counting Secret Ballots.

9.6.3.1. 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.

9.6.3.2. 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 observe the counting and tabulation of the secret ballots.

9.6.3.3. Only the Inspector, or persons designated by the Inspector, shall open the envelopes, count, and tabulate the secret ballots. A person, including a Member of the Association or an employee of the management company, shall not open or otherwise review any tally sheet of votes cast by electronic secret ballots before the time and place at which the ballots are counted and tabulated.

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

9.7. Election Results, Storage, and Retention

9.7.1. Election Results.

9.7.1.1. Reporting. 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.

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

9.7.2. Retention, Custody, and Storage of Election Documents.

9.7.2.1. Retention and Custody. The sealed ballots; signed voter envelopes; voter list of names, parcel numbers, and voters to whom ballots were sent, proxies, the candidate registration list, and the tally sheet of votes cast by electronic ballot, 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. For one (1) year after the Member vote concluded, the Association must retain, as an Association record, these documents for the remainder of the current fiscal year in which it receives the documents from the Inspector.

9.7.2.2. Storage. Materials retained as election materials shall include:

9.7.2.2.1. Candidate Registration List. The candidate registration list is retained by the Inspector, shall include the names of the candidates and their addresses.

9.7.2.2.2. 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.

9.7.2.2.3. 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.

9.7.2.3. Recount. 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 preserving the privacy of the vote.

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

9.8. Media Access

9.8.1. 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 reasonably related to the election.

9.8.2. Publication by Association. If any publicity is provided by the Association, it will not censor, edit, or redact the communication but may include a statement specifying the Association is not responsible for its content. The Association may 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.

9.9. Common Area Meeting Space

9.9.1. 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.

9.9.2. 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.

9.9.3. 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.

9.10. Association Funds

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

9.10.2. 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.

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.