

Cedar Lake Owners Association Policies & Procedures

April 2018

THE RULES CONTAINED IN THE POLICY AND PROCEDURE MANUAL SHALL GOVERN THE CEDAR LAKE OWNERS ASSOCIATION INCORPORATED IN ALL CASES TO WHICH THEY ARE APPLICABLE AND IN WHICH THEY ARE NOT INCONSISTANT WITH THE BY-LAWS OF THIS CORPORATION.

I. DUTIES OF OFFICERS, DIRECTORS AND COMMITTEES

President: Supervises the conduct of the organization's business and activities; presides at and chairs all Board of Director and General Membership meetings; is ex-officio member of all committees except Nominating Committee; replaces committee chairmen as necessary under the direction of the Board of Directors. Shall automatically serve on the Board of Directors upon expiration of term. Term of office shall be one year, to be installed at annual meeting.

Vice-President: Acts temporarily in place of the President When necessary; chairs meetings when President is absent; shall be installed as interim President upon death or resignation of President to fill rest of term, and assumes all Presidential duties and requirements. Chairs Legal Committee Chairs By-Laws Committee Term of office shall be one year, to be installed at annual meeting.

Secretary: Shall attend all Board of Director meetings and General Membership Meetings; takes notes on all motions voted upon; reviews and disseminates minutes of each meeting; handles all correspondence at direction of President and Board of Directors. Has copy of By-Laws available at all meetings; maintains a list of all unfinished business of previous meeting; presents copies of previous meeting minutes to Board of Directors. Term of office shall be one year, to be installed at annual meeting.

Treasurer: Shall attend all Board of Director meetings and General Membership Meetings; Reviews all bills and Bank statements: pays all Association bills at direction of Board of Directors; prepare and presents monthly report to Board of Directors; Bills for Annual Membership Dues; collects dues; maintains a list of past due members and keeps President informed of same. Term of office shall be one year, to be installed at annual meeting.

Chairperson: The Chairperson shall be responsible for his or her committee. He/she shall report all progress or problems to the President. He/she shall notify proper authorities with Board or President's permission for the safety and quality of the lake in accordance with the policies and procedures of the Association's By-Laws.

Legal Committee: Shall meet as needed or at direction of Board of Directors to structure a presentation of legal questions to be presented to counsel; will represent Association at legal consultations with attorneys -shall report monthly to Board of Directors.

By-Laws Committee: Shall meet as needed or at direction of President or Board of Directors; shall draft proposed amendments to By-Laws and Rules & Regulations. Committee shall report monthly to Board of Directors.

Membership Committee: Shall meet on a regular basis to formulate a plan of social interaction with prospective new association members; encourage non-association eligible waterfront owners to consider membership; monitors current certificate of ownership and membership changes via newspaper transfers, realty transfer recorded at City or Town halls; maintain periodic contact with present membership via frequent newsletters. Shall be knowledgeable of association By-Laws, Policies & Procedures and able to discuss and explain to prospective new members. Shall be knowledgeable of current membership fees and current certificate of ownership and shall facilitate certificate of membership process and issue certificates under approval of the Board.

Environmental Committee: Shall meet as needed or at direction of President or Board of Directors for the purpose of examining and scrutinizing any possible violation of Municipal, State, Association or environmental rules, regulations or hazards including dam or dam repairs occurring on the Lake and shall report any findings to the proper authorities if needed - Shall also be responsible for regulating and stocking of game fish - Shall maintain contact with appropriate Health districts to assure water quality and purity - The Dam Committee shall be a permanent subcommittee of the Environmental Committee - Shall report monthly to the Board of Directors.

Insurance Committee: Shall be responsible to ensure that adequate liability insurance and any other needed insurance protection in an amount deemed adequate by the Board of Directors is obtained for coverage sufficient to protect the interests of said Association. Shall assure proper coverage if obtained for Officers and Directors of said Association.

Shall have available at least 3 months in advance of annual meeting, a packet indicating amount and kind of insurance in effect so that insurance coverage may be bid on by other association members involved in the insurance business. Shall be responsible to assure that every powerboat used upon the waters of Cedar Lake is registered and identified with a numbered CLOA boat sticker. Issues said stickers after receipt of proof of Connecticut Boat Registration. Copy of current liability and property damage coverage for said boat and assuring that the boat owner is a member of the Association and meets all Association criteria.

Registration Committee: Shall be responsible to maintain a list of all CLOA members owning boats. Shall issue boat stickers for powerboats meeting eligibility criteria. Shall maintain a list and issue it to Safety Patrol Officer of names and boat registration numbers for patrol duty use. Shall require full payment of dues to obtain yearly boat stickers.

Finance Committee: Co-Chairs with Treasurer Shall be responsible for assessing and identifying the financial needs of the Association for the upcoming year; projects future financial needs for the next three years. Prepares and sets a budget with the approval of the Board of Directors; Presents same at the annual membership meeting; recommends the amount of annual

maintenance dues with the approval of the Board of Directors and the approval of the general membership to be presented at the annual membership meeting. Presents final budget at the annual meeting to be voted upon.

Social Committee: Shall handle all social mail including but not limited to sympathy cards, flowers, etc. Shall plan any and all social functions of association including the annual picnic, and any speakers or entertainment of the organization.

Nominating Committee: Shall be appointed annually, by the President, consisting of not less than three (3) Directors. The nominating committee shall develop a slate of officers and directors for the ensuing year, to be presented to the membership and voted upon at the Annual Meeting.

Dam Committee: Shall be responsible for regulating the water level. Shall maintain the vegetation of the downside of the dam. Shall be responsible for the opening and closing the water gate. Shall be responsible for the safety of the dam and surrounding areas. Shall report monthly to the Board of Directors.

Safety Patrol Committee: A Safety Patrol Committee shall be formed and selected from the membership of the Cedar Lake Owners Association, Inc. (CLOA). The Committee shall consist of at least three members of the Board of Directors of CLOA. The Safety Patrol Officer shall be the Chairman of the Committee. Committee members shall assist the Safety Patrol Officer in his duties in patrolling Cedar Lake.

II. SAFETY PATROL

Safety Patrol Officer: A Safety Patrol Officer shall be chosen by the Board of Directors of CLOA. The Safety Patrol Officer shall be considered as law enforcement authority- upon Cedar Swamp Pond, also known as Cedar Lake.

Safety Patrol Boat: A powerboat shall be provided to the Safety Patrol Officer, which shall be docked at the CLOA boat launch property or said Officer's lakefront residence, if appropriate. Safety Patrol Officer may assign said boat to any other Safety Patrol Committee member to patrol Cedar Lake. It shall be the responsibility of the Safety Patrol Officer to ensure that the patrol boat is kept in good repair and ready and available at all times. Fuel and any other maintenance expenses for the patrol boat shall be paid for by CLOA. **Responsibilities:** The Safety Patrol Officer/Committee shall patrol Cedar Lake on a timely basis, particularly on weekends and holidays, overseeing all activities upon the lake including but not limited to:

1. Checking the safety equipment of each boat utilizing the lake to confirm that requirements of the State of Connecticut "Boating Regulations are met.

2. Checking to see that each boat powered by a motor of any type, have a current State of Connecticut registration sticker, or that of another state, affixed to it.
3. Ensuring that each watercraft upon the waters of Cedar Lake have a current CLOA boating sticker affixed to it.
4. Ensuring that all swimmers are within 75 feet of shore unless accompanied by a boat. This requirement also applies to swimmers using any type of floatation device (i.e. tube, rubber raft, etc.).
5. Ensuring that all powerboats and other watercraft are operated in a safe manner, as required by the State Boating Regulations and CLOA.

Enforcement Policy: The Safety Patrol Officer / Committee are authorized to request that any violator of State Boating Regulations or CLOA rules / regulations leave Cedar Lake. If the violator refuses to leave the lake then the Safety Patrol Officer/Committee shall:

1. Request that other members of the Safety Patrol Committee or CLOA assist him.
2. Call for assistance from the appropriate police department of the Town of Wolcott or City of Bristol.

All complaints regarding member activities upon the lake must be made in writing and should be directed to the Safety Patrol Officer, a member of the Safety Patrol Committee or Board of Directors. All complaints must be signed; anonymous complaints will not be accepted. Verbal reports can be made if immediate action or intervention is required, such as reports of trespassers or potentially dangerous incidents.

Safety Patrol Log: The Safety Patrol Officer/Committee shall keep a log of all offenders stopped upon the lake. The log shall include but be not limited to:

1. Date and time of the occurrence.
2. Name of the individual(s) involved including the name of the boat owner if appropriate.
3. Nature of the offense.
4. Outcome of the offense.
5. Any appropriate comments such as non-cooperation etc.
6. Any need to contact municipal police authorities.

III. CONSTRUCTION AND PLACEMENT OF DOCKS AND RAFTS.

1. All construction of docks or placement of rafts must be approved by CLOA.
2. CLOA members in good standing must submit an application to CLOA for the construction a new permanent dock, the installation of a portable dock or for the replacement/repair of an existing dock.
3. All Proposed Docks shall:
 - a. Not exceed 40 ft. in length
 - b. Not exceed 320 square feet in surface area
 - c. It is recommended that docks not exceed 8 ft. in width

- d. Not interfere with the navigation of watercraft.
 - e. Be off-set from all adjacent property lines by at least 15 feet. This shall apply for entire length of the dock as measured from a line that is 90 degrees perpendicular extending from the property line at the shoreline. A waiver of this requirement can be granted for replacement of an existing dock in place before 2016 or, for a new dock, only if a letter of consent is provided by the affected adjacent property owner(s).
4. Each proposed dock design will be approved /denied on a case by case basis by the CLOA Board of Directors \
 5. All new permanent docks must submit an A-2 survey with the application.
 6. There is one dock permitted for each member property (new construction, effective: 2016)
 7. Rafts shall not be placed more than 40 ft. from shore and must not interfere with the navigation of watercraft.
 8. The use of metal barrels of any kind, or containers that previously contained toxic materials in the construction of rafts or floating docks is prohibited.
 9. If a dock or raft is constructed and placed upon CLOA property without the approval of the CLOA Board of Directors the following action will be taken:
 - a. The CLOA attorney will contact the violator and insist that the structure be removed at once.
 - b. Failure to comply will result in action in civil court.
 10. Non-CLOA members are not allowed to construct docks upon Cedar Lake. Existing docks of non-members are allowed to exist as they are. Permission for reconstruction or replacement will not be granted. Routine maintenance will be allowed only for safety purposes.
 11. Non-CLOA members are not allowed to place rafts of any kind upon Cedar Lake.
 12. Any dock or raft that falls into disrepair and becomes a safety hazard must be removed from the lake. The property owner will be notified in writing by CLOA to remove it. If the property owner fails do so, the dock/raft will be removed by CLOA and the property owner will be responsible for the cost of its removal and disposal.

IV. CONSTRUCTION OF RETAINING WALLS

1. All construction of retaining walls abutting the property of CLOA must be approved by the Board of Directors of CLOA.
2. The construction of retaining walls by members or non- members of CLOA is permitted as long as the wall is not on the property of CLOA.
3. The construction of walls upon the property of CLOA and/or the reclamation of land from Cedar Lake by anyone is not permitted, and such construction is subject to inland wetland regulations.
 - a. The Inland Wetlands Commission will act as the determining factor in such matters.
 - b. CLOA attorney will contact the violator and court action may be taken against the violator if deemed necessary.

V. TRESPASSING

1. Anyone who is not a CLOA member or guest found on CLOA property will be considered a trespasser.
2. After it has been determined that a person(s) is trespassing the violation should be reported to the CLOA Boating Safety Officer. If he is not available the violation should be reported to a CLOA officer or to a member of the Board of Directors. The CLOA officer shall:
 - a. Contact the appropriate Police Department and report the violation. Request that a police officer be sent to investigate.
 - b. Keep the CLOA President and/or Vice President informed of the situation if possible.
 - c. See that the trespasser is charged with civil trespass unless circumstances warrant that a charge of criminal trespass is more appropriate.

Criminal trespass should be reserved for situations where CLOA property has been damaged or vandalized or where the trespass was motivated by criminal intent.

3. Action will be taken against the trespasser in the appropriate court.

VI. MOORING OF BOATS

No boats should be moored on the Lake unless directly in front of the Association member's own property, within the guidelines of the CLOA.