



**Thank you for your interest in becoming a member of  
Cowlitz Timber Trails Association (CTTA).**

Dear Potential Member(s)

Attached is our New Member Application packet. It contains pages that must be filled out completely and returned to CTTA for membership consideration. If it is **not** filled out completely, it will be returned to you.

Please make sure you have read and signed all documents and understand what is required. If you have questions, contact our Office at (360) 985-2788 or [Office@cowlitztimbertrails.com](mailto:Office@cowlitztimbertrails.com). Once you have your paperwork completed, turn your forms into our office with the required processing fee.

Our Bylaws and Rules and Regulations of CTTA are the governing documents of this Association and your guides to a successful membership with us. It is very important you understand both documents, **prior to submitting your membership application**, and that you are willing to abide by the terms for membership set forth in both documents.

All campsites, or lots, are owned by the Association and are issued to Members through Certificate of Membership for exclusive use by the Member, immediate family, and guests. Sites are to be utilized for recreational purposes only, not **permanent** residency. CTTA is made up of 13 blocks and each block has a director representative that meets every second Saturday of the month.

***We look forward to welcoming you as a new member(s) with us!***

*Sincerely,*

*Cowlitz Timber Trails Association Board of Directors*

## **ELIGIBILITY REQUIREMENTS**

Application and verification documents are valid for 180 days (6 months). If a membership is not purchased within that time frame, application and background check process must be repeated.

### **Criminal Background Check Requirements:**

Comprehensive background checks are performed using WATCH.

### **Grounds for Denial:**

1. Sex offenses – Any conviction is grounds for denial.
2. Felony convictions involving theft, fraud, or violent offense within the last 10 years.
3. Providing false information.
4. Failure to complete application or provide required information.

### **Other Requirements:**

#### **1<sup>st</sup> Step**

- A copy of the driver's license(s) or photo ID(s) of each applicant.
- Completed Application for Membership
- Signed/Dated CRBH & Bylaw Agreement & Welcome Packet
- Release of Liability form signed
- Anti-Harassment & Discrimination Policy signed

#### **2<sup>nd</sup> Step**

- Site Inventory form signed/completed
- Membership Sales Agreement signed
- Sales Statement Memo signed
- Site Inventory signed
- \$500 sales transfer fee received
- Purchase check received (certified check – made payable to seller).  
Released to seller once sale is approved by the Board.
- Pro-rated dues received
- Shoreline memo signed (if applies)

**\*\*\*Please initial that you understand the membership requirements \_\_\_\_\_**



## BYLAWS, RULES AND REGULATIONS

It is your responsibility to read, understand, and accept all the By-Laws and Rules and Regulations **prior** to becoming a member or accepting membership.

Below are a few worth noting. ***All applicants must initial after each rule.***

1. All campsites, or lots, are owned by the Association and are issued to Members through Certificate of Membership for exclusive use by the Member, immediate family, and guests. CTTA is a recreational facility and residential use is prohibited. \_\_\_\_\_
2. I understand members of Cowlitz Timber Trails Assoc., a Non-Profit organization, are entitled to occupy and use a specific campsite for recreational purposes, as governed by our Bylaws. \_\_\_\_\_
3. I understand I am not permitted to tailgate into the park, and I know I am not to allow others to tailgate me onto the grounds. Damage to the gate is a \$1,000 fine, plus repair costs. \_\_\_\_\_
4. I understand that I am responsible for registering my overnight guests prior to them spending the night. Overnight guest RV units are allowed for 14 consecutive days or an aggregate of 21 days per calendar year. \_\_\_\_\_
5. CTTA utilizes an "Lot/Site Development Application" that is submitted to the office for approval before starting any project listed on the form, to ensure compliance with CTTA Rules and Regulations, and Lewis County building codes. \_\_\_\_\_
6. Community garbage dumpsters are for household garbage only. No furniture, construction debris or items larger than the container are allowed. \_\_\_\_\_
7. Golf Cart/ATV/ORV (s) must be registered through the office. Golf carts are not to be operated by unlicensed driver, unless driver is 16 years or older and has completed a driver's education course. ATV/ORV(s) are not to be ridden during quiet hours. \_\_\_\_\_
8. No unattended fires at any time. Members are to follow all fire rules of CTTA and follow fire status determined by Salkum Fire Department. \_\_\_\_\_
9. The main gate is the primary entrance and exit from the campground, assigned membership gate key cards are to be used and members are prohibited from keying in guests during business hours. \_\_\_\_\_
10. All activities including building/construction activities shall not be performed during quiet hours. \_\_\_\_\_
11. Gravel PO number is required for delivery of all gravel. If you are inside the shoreline, you are also required to obtain an application form and approval prior to receiving a PO #.  
\_\_\_\_\_

12. All members and guests will always observe a maximum speed limit of ten (10) miles per hour within the campground. The access road is a maximum speed of fifteen (15) miles per hour. \_\_\_\_\_
13. Children 12 years of age or under are not permitted in the pool without an adult. Pool Hours 10am-9pm with adult swim from 9pm-10pm. \_\_\_\_\_
14. No Parking at the Boat Launch/Riverbed (loading/unloading only). \_\_\_\_\_
15. All RVUs are required to maintain current registration, tabs, or special trip permit on their unit and maintain an emergency mobile status. \_\_\_\_\_
16. I understand that if the membership I purchase has a holding tank, I am responsible for maintaining that holding tank. In addition, I confirm I have read and understand Chapter 3 – Black and Gray Water / Plumbing, Fresh Water, Hoses – specifically #12. Membership Sales, which notifies the seller the holding tank/alarm system is sold as is and the buyer is encouraged to exercise due diligence prior to time of sale to ensure it is in sound working order. \_\_\_\_\_
17. **CTTA’s infrastructure is aging with need of mandatory upgrades/repairs (this includes, but is not limited to the electrical and plumbing/water system). This will result in large assessments and fees for years to come. Be advised that dues and assessments are voted on by the membership and may increase from year-to-year. They are not stationary and will increase based on the financial needs of the association.** \_\_\_\_\_
18. I understand that Violation of any Rule, Regulation, By-Law or CRBH may result in fines, suspension, and/or termination of membership or other action as deemed appropriate by the Board of Directors. \_\_\_\_\_
19. ***The shoreline area is heavily restricted on the type and extent of development (both structures and gravel) allowed based on the Shoreline Conditional Use Permit. Please do your research and ask questions prior to membership purchase so that you clearly understand the expectations for membership within the shoreline high water mark (HWM).*** \_\_\_\_\_

I agree that I have received a copy of CTTA Bylaws, Rules, and Regulations, from the Office or via online access.

I have read and agree to the complete Bylaws, Rules and Regulations, and any questions have been answered to my satisfaction.

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Dated \_\_\_\_\_



## Application Process and Information Disclosure

The application process is as follows:

1. Completed application and background check.
2. Signed Agreements and Policies received in the office.
3. Site inventory completed and signed.
4. Fees and purchase check received.
5. Sale placed on the Meeting Agenda for approval.

*In the event we are unable to approve a membership for you at this time, we will destroy all documents associated with your application process.*

- I am aware my application for membership, supporting documents and background information, will be submitted to the Board of Directors.
- Cowlitz Timber Trails Association submits a comprehensive background check as part of the application process. By signing this form, I understand and agree to have this background check submitted on my behalf.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Printed name \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Printed name \_\_\_\_\_

## **Cowlitz Timber Trails Association CRBH & BYLAW AGREEMENT**

Below is a summary of important items to note associated with your Cowlitz Timber Trails Association Membership. These items are covered more extensively within the Bylaws and CRBH. Be advised, it is the Member's responsibility to read and follow the Bylaws and CRBH. Using the lack of one's interpretation or understanding of a CTTA Bylaw, CRBH, or emergency directive is not an excuse for failure to follow the guidelines.

**Membership:** You are purchasing a Membership with Cowlitz Timber Trails Association. You are not purchasing real property and do not own the parcel of land associated with your Membership. A Member owns all personal property on the membership lot, which includes, but is not limited to, the RVU unit and any/all structures. The member is responsible for the compliance and maintenance.

**Personal Property Tax:** Lewis County taxes personal property structures on the Membership lot. It is the Member's responsibility to pay the amount owed to the Lewis County Treasurer office. If you have any questions related to a personal property tax statement or how the Assessor arrives at the amount, contact the Lewis County Treasurer or Assessor's office. The CTTA business office notifies Lewis County of a Membership change once it is approved by the Board of Directors; but, has no handling of personal property tax statements.

Prior to Membership purchase, the new member is responsible for verifying and reaching an agreement with the prior member regarding any amount owed to Lewis County for personal property tax. Once the sale is approved by the Board of Directors, any outstanding amount is now the responsibility of the new member. CTTA is not responsible for personal property tax owed on any Membership lot. CTTA IS responsible for the property tax owed for land and public CTTA facilities.

**Financial Responsibility:** CTTA's fiscal year runs from July 1st to June 30th each year. Membership dues, electrical pedestal fee, and/or any assessment are billed the end of July/beginning of August. Payment may be made in full by August 31<sup>st</sup> or a half payment can be made by August 31st with the balance owed by the last day of February. A reminder statement for any balance owed is sent by the end of January/beginning of February each year. Delinquent payments are subject to late/collection fees, suspension of membership and electrical pedestal usage, and/or action up to forfeiture of membership.

**Membership Gate Key Cards:** Each Member can have a maximum of five active gate cards (regardless of the number of Membership lots). Two gate cards are provided to each new Member at time of Membership purchase. The additional three cards are available at a cost set in the rate sheet. Please let the business office know who will be assigned to each gate card. The prior Member can give the new Member their gate cards for a maximum of five card activated at any time. CTTA is not responsible for worn-out or de-magnetized gate cards and any replacement cost is the responsibility of the Member.

**Member Guests:** Guests are the responsibility of the respective member and must be registered at the business office prior to entry. Release of Liability forms are required for anyone that enters CTTA property. Pre-registration is encouraged to avoid any confusion or delay at the gate. Should the business office not be open at the time of your guest's arrival, register your guest(s) once the business office opens the next day. Overnight guest fees apply as do day use fees during the holiday weekends. This charge is associated with non-immediate family members and friends. Please see office for current rate.

Please use care when inviting visitors to CTTA. You are responsible for any damage or misconduct that may occur by your guests during their visit. You must be physically present at any time your guests are in the Park. Any disciplinary action will not be held against your guest; but, against your Membership with action including fines/fees, suspension, and/or action up to termination of Membership.

The Business Office keeps a Membership Gate Key Card Sheet for each member. On this sheet, you can list any immediate family members (parents, grandparents, children, grandchildren, brother, or sister) that have pre-authorization to access the Park. Any of those family members may be listed as a gate card holder up to the limit of five. If you wish to remove access for any family member, please notify the business office.

**Vendors/Contractors:** Any vendor or contractor access for work on your Membership lot must be pre-authorized through the business office. Valid business license and insurance bond are required. Any grading or gravel work within the Shoreline area requires an application form available in the business office. Any vendor/contractor is the responsibility of the Member. Their cooperation with staff and/or the Board of Directors is required to ensure their work and access is per the guidelines set in the CRBH.

**Holding Tanks:** Individual lot holding tank maintenance is the responsibility of the member. Battery-operated tanks require battery replacement every 90-days or after an alarm event. Holding tank maintenance and compliance is required whether the tank is used or not. CTTA monitors holding tank maintenance monthly. If the tank is out of compliance, you will receive written notice with 30-days to bring the tank back into compliance. Annual inspections at the member's expense are required as a part of our operational permit with Lewis County. Please review the holding tank section of the CRBH

thoroughly so that you have a clear understanding of your responsibilities as a member with a holding tank. Ongoing non-compliance will result in CTTA bringing the holding tank system into compliance at the member's expense.

**Gravel:** Any gravel delivery or work order requires a PO number. This number must be provided by the delivery driver to office staff at the gate. An approved Gravel/Grading Application form is required prior to any placement of gravel or grading within the Shoreline area.

**Boat Launch / River Access:** No motorized vehicles are allowed to park in the boat launch area. Motorized vehicles must unload or launch and park elsewhere. There is a no tolerance policy for parking on the riverbed/boat launch area and a fine will be issued.

**Quiet Time:** Quiet hours are Midnight to 9 am. Quiet hours are extended until 1 am for some holidays. Please review the CRBH for more information. Please keep music and noise at a respectful and courteous level.

**Building and Improvements:** A Building Permit Application form must be submitted to the business office (including structural plans and material list) for any building improvement on the membership lot. Approval is required prior to building any structure. Please see the CTTA Building Permit Application for more detailed information and instruction.

**Trees:** Removal of any tree requires pre-approval of a Tree Removal Application form.

**Shoreline Conditional Use Permit:** Membership lots within the Shoreline area are heavily restricted on the type and extent of development allowed based on the Shoreline Conditional Use Permit. Prior to purchasing a membership, be sure to thoroughly read the CRBH and ask any questions related to what your responsibilities are as a member within the Shoreline area. Be advised that addition of any structures, gravel, and/or grading work require an approved Application form and permit prior to any work.

**Lot/Site Use:** CTTA is a recreational facility and residential use is prohibited. A member may use a single lot/site up to an aggregate of 180-days per calendar year with the installation of an approved holding tank. Everyone is required to exit the campground for 24 consecutive hours in a 60-day period. Without the installation of an approved holding tank, a Member has 60-days permitted for lot/site for use. The maximum number of days available is 270-days for any member, no matter the number of Membership lots.

**Fire Pits:** Are restricted to campfire use only within designated fire pits. Please review the CRBH for further information on campfire pit restrictions.

**ATV/UTV/MOTORCYCLE/GOLF CART/UTV/EQUIVALENT:** No guest vehicles are allowed! Member-owned ATV/UTV/Motorcycle/Golf Cart/Equivalent ONLY are allowed in the park. Members must register these vehicles at the business office and provide proof of insurance. A CTTA plate and registration tag are required, along with completion of a Release of Liability form for all members/spouse, family members, and guests.

**Electrical System:** CTTA's electrical system is aging with need of mandatory updates. This will result in assessments for years to come. Each membership lot is equipped with 20/30-amp service. 50-amp is limited and not widely available. Surge protectors are recommended for all members to protect your personal property.

Please unplug extension cords and turn-off lights when you leave the Park. Extension cords are not to be used in place of permanent wiring and must be unplugged when you leave the park.

**RVU Licensing:** All RVUs (trailer/5<sup>th</sup> wheel/motorhome/equivalent) are required to maintain current registration tabs or a trip permit on their unit. All RVUs are required to maintain emergency mobile status.

**Trash/Debris Dumpsters:** Dumpsters are available for kitchen-type waste/debris and household-type garbage. Disposal of furniture, appliances, tarps, etc., is not permitted. The member is responsible for the disposal of their own garbage and recycling by taking it home or using a transfer station. Please contact the business office for the location of the closest transfer station. The metal bin is reserved for metal items only.

**Lot/Site Condition & Appearance:** All developed lot/sites shall be maintained in such a manner as to be free of hazards or danger. They must be always well-kept and neat in appearance. All lots/sites must be kept clean of tall grass, weeds, and unsightly material so that the lot/site will not be an eyesore and/or fire or health hazard.

Future state/federal/county and Association regulations and interpretations will affect all members and adjustments to the CRBH and Bylaws will be made in accordance. Every member is responsible for familiarizing themselves with the rules by reviewing the Bylaws and CRBH. It is the Member's responsibility to request clarification should they have questions regarding the CRBH and Bylaws. Any questions should be directed to your Block Director, Compliance, Business Office, or the Board of Directors.

As a Member of Cowlitz Timber Trails Association, you agree to abide by all Bylaws and CRBH guidelines/rules and the requirements of any/all governmental agencies. As a Member, you also understand that you are responsible for any guests you bring onto CTTA property. As a Member, you further understand that a membership in CTTA involves general rights of membership in a non-profit corporation common with other Members.

Membership includes exclusive right to use a particular assigned lot/site, but membership does NOT include any ownership of shares of stock or any real property.

**Member** \_\_\_\_\_

**Date** \_\_\_\_\_

**Spouse** \_\_\_\_\_

**Date** \_\_\_\_\_