CAMPGROUND, RECREATIONAL & BUILDING HANDBOOK (CRBH)

DATE ORGANIZED:

May 1999

REVISION DATES:

September 11, 1999 | October 9, 1999 | November 12, 1999 | December 11, 1999 | February 12, 2000 | April 8, 2000 | May 13, 2000 | December 8, 2001 | February 9, 2002 | March 15, 2003 | April 10, 2004 | March 12, 2005 | October 14, 2006 | April 14, 2007 | July 14, 2007 | November 10, 2007 | January 13, 2008 | March 12, 2008 | May 9, 2009 | July 17, 2010 | November 12, 2010 | September 24, 2011 | July 14, 2012 | September 8, 2012 | December 8, 2012 | July 20, 2013 | July 19, 2014 | July 18, 2015 | July 16, 2016| February 11, 2017| July 22, 2017| April 21, 2018|September 8, 2018| September 22, 2018|October 13, 2018|December 8, 2018|January 12, 2019|August 10, 2019 October 12, 2019|November 9, 2019|June 6, 2020|July 9, 2020|July 17, 2020|August 6, 2020 August 25, 2020|March 27, 2021||July 10, 2021|October 9, 2021|November 13, 2021|April 9, 2022|SCUP REQUIREMENTS APRIL 18, 2022 | June 11 , 2022 | July 16, 2022 | August 13, 2022 |September 10th, 2022|January 14, 2023|March 11th, 2023|March 19, 2023|April 8, 2023| August 12, 2023|November 11, 2023|February 10, 2024|March 9, 2024|April 13, 2024| November 9, 2024|December 14, 2024|February 15, 2025|October 11, 2025|January 10, 2026| March 14, 2026|September 12, 2026|

DATE OF LAST BOARD OF DIRECTORS APPROVAL:

SEPTEMBER 12, 2026

Mission Statement

"To provide wholesome camping and recreational experiences for all CTTA members and their guests."

Basic Principles

1. **Promote and ensure the safety and quality of life of the members and their guests while at CTTA.**
2. **Preserve and protect the natural beauty and use of the Association's property and assets.**
3. **Ensure that the Bylaws and Campground, Recreational and Building Rules and Regulations are administered and enforced in a fair and uniform manner, without discrimination or prejudice towards any person or group.**

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Basic Association & Campground Information

Type of Association	Non-Profit | privately owned by the membership
Established	June 17, 1969
Ownership	Memberships are sold & members are assigned to lot/site
Association Type	Camping and recreational campground
Total Acreage	467.40 Acres | 121.56 to 141.56 acres developed
Estimated Value	Property, other assets $1,150,000, book value | 2004
Number of Blocks	13
Number of Lots/Sites	795 | average size 6050 sq. ft., 55'x110' typical
Number of Bathrooms	Men: 15 | Women: 15 | 1 per block, lodge & pool areas
Number of Tennis/Basketball	1 | combined court
Number of Baseball Field	1
Number of Playgrounds	5
Number of Horseshoe Pits	6
Number of Lodges	1 | with fireplace, games, library, food dispensers, etc.
Number of Swimming Pools	1 | 80,000-gallon capacity, up to 60 people in the pool at one time for safety and health
Number of Saunas	2 | 1 in each Pool Bathroom: Men & Women
Number of Guest Lots	5 | Located @ 74/1, Chapel/2, 56/9, 66/9 & 2/10
Number of Employees	6 – plus work-Campers
Board of Directors/Rep.	13 (1 per block) | Including Pro-Tems
Law & Order	Based on Bylaw and Campground, Recreational and Building rules, regulations, policies, and procedures
Number of RV Dumps	2 | 1 upper campground & 1 lower campground
Number of Memberships	545| 2024, includes 613 of 100% & 177 of 40% lots/sites
Number of Base Stations	1 | at entrance
Number of Entrances	1
Admittance to Park	Gate key card
Number of Chapels	1 | outdoors in lower campground
Number of Boat Ramps	1 | to the Cowlitz River, lower campground
Miles of ATV/Bike Trails	3.5 Miles | Open 10:00 a.m. to 10:00 p.m.
Beginner's ATV/Bike Track	5/10th of a Mile | Open 10:00 a.m. to 10:00 p.m.
Board Meetings Per Year	12 | 1 per month, Members welcome
Annual Membership Meeting	1 | in July
Number of Pay Phones	1 | at Lodge
Laundry Facilities	1 | 4 washers, 4 dryers | located in the lodge
Number of Shower Areas	2 | Lodge & Pool area: Men & Women
Number of Kitchens	1 | in the Lodge
Number of Offices	1 | at main gate | Open Mon-Sun 8:30 am to 5 pm
Office Phone Numbers	360-985-2788
Address	1988 Spencer RD, Salkum WA 98582-0089 | PO BOX 89
Committees	As needed or established by the BOD, usually volunteer
Wild Life Protected	No hunting
Emergency Service Area	Salkum Fire Dept.
Recreational Equipment	At main gate | a deposit may be required
Electricity	Available at lot/site, or by work order, payment required
Water	Available from water hydrants near lot/site

Camp Accessibility	12 months a year for members and their guests
Annual Dues Required	1st of August and 1st of February
Number of Buildings	6 | including maintenance
Refuge & Recycling Area	1 by maintenance buildings
Bulletin Boards	1 in the lodge & lower campground, others in campground
Gravel	Available maintenance & through local businesses
Propane	1 on-site tank by the maintenance sheds | Also, available through local services, delivery into the campground
Office Hours	Open Tuesday – Saturday 8:30 am to 4:30 pm
Emergencies	Use Cell Phone or Contact Office
CTTA Membership	Sold by Member – Facilitated through Business Office| Lots may be available for purchase through CTTA
Roads	6.9 Miles
Fishing	On the Cowlitz River | accessible from campground
Campfires	Allowed in authorized areas | Fire Pits, etc.
Fire Wood	When available, by request at Business Office
Chain of Command	Block Director/Representatives | Board of Directors
Newsletters	Monthly Bulletins emailed to Members, mailed to those without email
Guests (includes immediate family)	Must be registered and checked in at business office
Memorial Park	Inside the main gate – in remembrance of those members who have passed on
Local Area Services	Gas | Library | Videos | Restaurant | Fishing Supplies, etc.
Web Site Address	http://cowlitztimbertrails.com/
Email Address	office@cowlitztimbertrails.com – General Office/Sales ATV@cowlitztimbertrails.com – Front Desk / ATV-UTV-Golf Carts CTTA@cowlitztimbertrails.com -- Compliance

Campgrounds, Recreational and Building Handbook

In harmony with our CTTA Bylaws, this Campgrounds, Recreational and Building Handbook (CRBH) has been established to set forth, in more detail, the authorized rules and regulations associated with CTTA camping and recreational activities. It covers rules, regulations, processes, procedures, activities, lot/site development and building practices authorized by the Board of Directors of CTTA and Lewis County. The Board of Directors and its authorized agents are dedicated to managing, planning, and developing the best overall uses of CTTA as a "Campground and Recreational Association".

Non-Discrimination and Anti-Harassment Policy

Mission Statement

"To provide wholesome camping and recreational experiences for all CTTA members and their guests."

Basic Principles

1. **Promote and ensure the safety and quality of life of the members and their guests while at CTTA.**
2. **Preserve and protect the natural beauty and use of the Association's property and assets.**
3. **Ensure that the Bylaws and Campground, Recreational and Building Rules and Regulations are administered and enforced in a fair and uniform manner, without discrimination or prejudice towards any person or group.**

INTENT

The goal of Cowlitz Timber Trails Association ("CTTA") under this policy is to promote and follow the Mission Statement and Basic Principles set forth above. Respectful, professional conduct furthers CTTA's mission, promotes productivity, minimizes disputes, and enhances our reputation among employees, board members (or "Directors"), committees, and volunteers. CTTA expects every employee, board member, committee member, and volunteer to show respect. By that same token, all members, family members, and guests are expected to exhibit mutual respect.

There is a zero-tolerance policy for harassment in the workplace by coworkers, supervisors, representatives, board members, committee members, volunteers, members, family members, and guests. CTTA is committed to providing an environment that is free of unlawful discrimination and harassment, including harassment based on any legally protected status. CTTA will not tolerate any form of discrimination or harassment that violates this policy.

NON-DISCRIMINATION

CTTA does not discriminate in its provision of employment opportunities, its provision of membership opportunities, or its practices on the basis of race, color, creed, religion, sex, age, national origin, citizenship, ancestry, mental or physical disability, marital status, sexual orientation, veteran status, or other characteristics protected by applicable federal, state or local law.

Our policy of non-discrimination in employment (including among board members, volunteers, and committee members) applies to recruitment, hiring, compensation, promotions, transfers, discipline, demotions, terminations, layoffs, access to benefits and training, and all other aspects of employment.

Employees, board members, volunteers, members, or committee members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or representative. Employees or members can voice concerns and submit reports without fear of retaliation. Any CTTA employee, board member, committee member, representative, supervisor, volunteer, member, family member, or guest engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment or membership, as applicable under Article 4 of the CTTA Bylaws.

HARASSMENT PROHIBITED

We will provide a safe and pleasant environment where everyone is treated with fairness and respect. It is against CTTA policy for any employee, board member, committee member, volunteer, member, committee member, family member, or guest to verbally or physically harass or discriminate against one another. Harassment of employees in the CTTA workplace by any third party will not be tolerated, either. Any employee or member who violates this policy against harassment will be subject to corrective action, up to and including termination of employment or membership, as applicable under Article 4 of the CTTA Bylaws. Any individual who believes a violation of this general harassment policy has occurred should follow the grievance procedure described below.

The conduct prohibited by this policy, whether verbal, physical, written, visual, or in electronic form, includes any discriminatory employment action and any welcome or unwelcome conduct that is inflicted on someone because of that protected or non-protected status. Among the types of conduct prohibited by this policy are epithets, slurs, jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals. CTTA prohibits such conduct on CTTA property, even if the conduct is not severe or pervasive enough to constitute unlawful harassment.

SEXUAL HARASSMENT POLICY

Our sexual harassment policy focuses on prevention, encourages individuals to report prohibited behavior, includes multiple access points to the grievance procedure, and ensures a commitment to take prompt and effective disciplinary action against any individual who violates it.

Our policy includes a statement prohibiting sexual harassment, a legal definition of sexual harassment, examples of prohibited conduct, a complaint and resolution procedure, and reassurances that retaliation for such complaints will not be tolerated.

CTTA is proud of its environment in which all individuals are treated with respect and dignity. It is our policy to promote and ensure the safety and quality of life of the members and their guests while at CTTA, in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.

CTTA maintains a work environment free of sexual harassment. Sexual harassment of employees or applicants for employment by any employee, representative, manager, member, board member, committee member, supervisor, client, customer, independent contractor, vendor, visitor or other nonemployee who conducts business with CTTA is strictly prohibited and not tolerated in any form on CTTA property.

LEGAL DEFINITION

Unwelcome or unsolicited sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when any of the following conditions occurs:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(b) Submission to or rejection of that conduct by an individual is used as the basis for employment decisions affecting that individual;

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or

(d) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether it rises to the level of unlawful harassment. Any unwelcome conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

PROHIBITED CONDUCT

Sexual harassment also includes the following conduct:

(a) Repeated unwelcome sexual flirtations, advances or propositions;

(b) Sexually suggestive, graphic, degrading, or offensive comments or personal references about an individual, their appearance, or their sexual activity;

(c) Unwelcomed pressure or requests for dates or sexual activities;

(d) Unwanted physical conduct or contact, including touching, patting, grabbing, pinching, or brushing another's body, or impeding or blocking one's movement;

(e) Written, recorded, or electronically transmitted messages, letters, notes, or invitations of a sexual or offensively suggestive or obscene nature;

(f) Sexually explicit or offensive jokes, kidding, teasing, or references;

(g) Offensive visual conduct, including making sexual gestures or the display of offensive, sexually suggestive objects, photographs, cartoons, or posters;

(h) Unwelcome verbal comments of a sexual nature;

(i) Leering or whistling.

The foregoing list of prohibited behaviors is only illustrative and is not all-inclusive.

GRIEVANCE PROCEDURE

CTTA encourages the prompt reporting of any harassment complaints so a quick response and appropriate action may be taken. This policy aids the complainant and helps to maintain an environment free from harassment for all. This Grievance Procedure supplements the disciplinary, appeals, and corrective processes and procedures provided for in Article IV of the CTTA Bylaws.

Any employee, board member, representative, committee member, supervisor, volunteer, member, or committee member who believes he or she has experienced or witnessed any conduct which is in violation of this policy should immediately report that concern to his or her immediate supervisor, a representative, or a board member. CTTA encourages reporting all incidents of harassment, regardless of who the offender may be, or of the offender's relationship to CTTA. If an individual is uncomfortable with discussing violations of this policy with the individual(s) designated, he or she may bypass said individual(s) and report the matter directly to a director/representative. This policy does not require reporting harassment to any individual who is creating harassment.

Complaints may be made orally or in writing. If a complaint is made orally, the complainant may be asked for a written statement during the investigation. All complaints, to the extent possible, should include dates, times, location, details of the incident(s), names of the individuals involved, and the names of witnesses to the incident(s). All complaints will be forwarded immediately to a supervisor, representative, or the Board of Directors. Any supervisor who is aware of conduct inconsistent with this policy or who receives or learns of a report of conduct inconsistent with this policy must report such conduct immediately to a representative of the Board of Directors.

INVESTIGATION

CTTA will undertake an appropriate investigation when it is informed that harassment may have occurred on its property. All reports describing conduct which is inconsistent with this policy will be investigated promptly, objectively, and thoroughly. Employees or members are required to cooperate in investigations. CTTA is committed to maintaining confidentiality throughout the investigation to the extent practical and appropriate under the circumstances. CTTA will take all reasonable measures to ensure that an investigation is divulged only to those with a need to know.

Investigations will be conducted in a timely manner. The findings and intended actions will be communicated to the complainant and alleged harasser.

REMEDIAL ACTION

We will not tolerate any harassment or discrimination in violation of this policy. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the CTTA Board of Directors will take corrective action, including discipline as provided for in Article IV of the CTTA Bylaws, up to and including termination of membership or employment, as is appropriate under the circumstances, regardless of the job position or seniority of the member or employee involved. The CTTA Board of Directors may discipline an individual for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of the law. However, an individual in violation of the policy may also be subject to personal, legal, and/or financial liability.

Although CTTA's ability to discipline an individual who is not an employee or member may be limited by the degree of control that it has over that person, any individual who has been subjected to sexual harassment by a non-employee should file a complaint. In these circumstances, appropriate action designed to protect individuals from future violations of this policy will be taken. If the person who engaged in conduct in violation of this policy is not a member or employee but a guest or family member of one, then the CTTA Board of Directors will take corrective action against the member or employee as is reasonable and appropriate under the circumstances.

CTTA will attempt to take appropriate remedial action that is reasonably calculated to prevent future incidents of sexual harassment. All disciplinary measures will be administered in an objective, consistent, and constructive manner with the intention of motivating employees and members towards proper conduct in the future. Any employee, supervisor, representative, or manager found to have engaged in behavior in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment, at CTTA's sole discretion as it considers necessary in individual circumstances.

Retaliation, in any form, against any employee, applicant for employment, or member who exercises his or her right to make a complaint under this policy by reporting discrimination, harassment, or other prohibited behavior, or who cooperates in the investigation of any such complaint, is strictly forbidden. All employees or members who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to a supervisor or board member, or representative. Any individual who is found to have engaged in harassment of or retaliation against an employee, applicant for employment, or member for exercising his or her rights under this policy will be subject to appropriate disciplinary action, up to and including termination of membership or employment.

Any questions regarding this sexual harassment policy should be addressed to the Board of Directors (collectively or an individual Director) and/or to CTTA's Human Resources Manager.

Code of Conduct

It is a shared responsibility for all members 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. Members are responsible for the actions of their guests and family members. The following are Code of Conduct items and will be addressed in conjunction with Bylaw, Section 2.8 – Code of Conduct. Depending on the seriousness/repetitiveness of the violation, action against the membership may include fines, suspension, and action up to termination of membership.

1. **ALCOHOLIC BEVERAGES** - There is absolutely no drinking of alcoholic beverages by persons under 21 years of age anywhere in the campground area. Any parent or guardian allowing a minor to consume alcohol shall be held responsible for all actions. Adults, 21 years and older, who use alcoholic beverages shall do so in a controlled, non-offensive manner. CTTA does not sanction the use of alcohol and is bound under the laws of the State of Washington to uphold and honor all laws pertaining thereto. CTTA is not liable for such use or acts or actions resulting from the use of alcoholic beverages.
2. **DAMAGE OR DESTRUCTION** - Damage or destruction of any kind done by a member, his/her family or guests, whether to CTTA or the personal property of another member or guest is the sole financial responsibility of the member.
3. **DRUGS -** The possession, sale or use of narcotics or illegal drugs of any kind are absolutely prohibited on CTTA property or any property under the control of CTTA. CTTA cooperates with all local, County, State and Federal law enforcement agencies and shall assist in the effort to arrest and convict violators of these rules and the laws.
4. **FIREWORKS** - Fireworks are a hazard to humans, animals and property and are not permitted for use or discharge on CTTA property.

5. **HUNTING** - Hunting is not allowed on CTTA property.
6. **MINORS** - No person under the age of eighteen (18) years shall be left in the campground without adult (parent, guardian, or authorized adult) supervision.
7. **PROFANITY AND POOR CONDUCT** - The use of profanity or poor conduct abusive to persons (including staff) or property in our campground by anyone shall not be tolerated. Any action which causes embarrassment, harm, accident, or damage to either person or property will be reviewed by the Board of Directors and addressed accordingly.
8. **SMOKING AND VAPING –** Smoking/Vaping is prohibited inside all CTTA common facilities and as otherwise posted. We ask all users of these products to put the butts, cans, packages, etc. in a debris receptacle rather than throwing them on the ground.
9. **VIOLATIONS -** Members and employees have a responsibility to report any violations. Alleged violations of these rules shall be reported to CTTA, the business office, security, and/or the Board of Directors.
10. **WEAPONS** - The discharge of firearms or use of other weapons in the campground is strictly prohibited.

CHAPTER 1 - GENERAL INFORMATION

SCOPE

1. **PURPOSE** – The primary purposes for this CRBH handbook are
    - To ensure quality of life, safety and well-being of all members and guests.
    - To ensure CTTA stays in compliance with Lewis County, Washington State, and Federal rules and restrictions. To ensure CTTA and its membership maintain a reasonable and uniform application when developing a lot/site. This handbook sets forth certain rules, regulations, guidelines and requirements for the member and their guests, CTTA facility use, and lot/site use and development.
2. **INTENT -** This document provides a uniform set of rules, regulations, guidelines, and requirements to be applied to all members and their guests without infringing unnecessarily on the rights of others. Conforming to these rules, regulations, guidelines, and requirements protects the individual and our investment in CTTA, as well as making sure that we maintain our status as a recreational campground.
3. **CONFLICTS -** If any part of these rules, regulations, guidelines or requirements conflict with any rules, regulations, or laws of the State of Washington, Lewis County, or CTTA Bylaws, then the one that is most restrictive shall apply, any exceptions to be determined by the Board of Directors. The Board of Directors shall approve all improvements to a member's assigned lot/site, as outlined in the Bylaws or CRBH. CTTA members and guests shall at all times remain in compliance with the Bylaws and CRBH with regards to all structures and conduct.
4. **REQUIREMENTS -** Personal conduct shall conform to the Bylaws and this CRB Handbook to ensure the safety and quality of life for both member and guest while in the campground. All construction shall conform to this CRB Handbook, County and State laws, and the International Building Code (IBC). Any proposed use or development of a lot/site not specifically addressed in this handbook requires a written request be submitted to the Board of Directors or its authorized agents for review and shall be subject to approval by the Board of Directors or its authorized agents. A copy of the request and the action taken shall be documented and held in a CTTA member's file.
5. **VARIANCES -** Any exceptions to these rules, regulations, guidelines, and requirements shall be requested in writing to the Board of Directors. Only the Board of Directors can grant variances. The Board of Directors may seek input on any variance request from CTTA staff, committees, governmental agencies, or potentially affected members.

SHORELINE CONDITIONAL USE PERMIT CONDITIONS/REQUIREMENTS

Lewis County and the Department of Ecology as part of the Shoreline Master Program required that CTTA obtain and maintain a Shoreline Conditional Use Permit to allow the continued use of member lot/sites that are within the Shoreline Master Program Jurisdiction Area (SMP area). Below are the lot development rules/conditions that all lots fully or partially located within the SMP area are required to follow, **NO EXCEPTIONS** will be made**.**

MEMBERSHIP LOT REQUIREMENTS

1. Maximum lot structure square footage coverage allowed on lot: **30%** coverage of total lot square footage, up to 1,652-SF, whichever is less. (RV Cover, Shed(s), Gazebo, Deck, Porch, etc.)
   I. Camping lots with existing structures exceeding the currently proposed camping lot's maximum allowed coverage are allowed to retain existing structures, as long as they are not already indicated as non-compliant structures, but cannot expand the structures or build new structures.
   II. If existing structures are demolished due to damage or any other reason, they may not be reconstructed if the reconstruction would result in camping lot coverage over the allowed amount.
   III. If the camping lot already exceeds the maximum coverage, no new building permits shall be issued nor shall CTTA issued structures be allowed to be constructed even underneath an existing cover, until the camping lot comes into and stays in compliance with the maximum coverage established in this programmatic shoreline permit (SHD19-0009).
   IV. If any structures are completely contained within another structure (e.g., an entry porch that is within the footprint of an RV roof/cover), only the size of the covering structure would be counted against the total camping lot coverage.
   V. The camping lot coverage maximums apply to camping lots both entirely within and partially within the 200-foot SMP jurisdiction area.
   VI. Adjacent camping lots allotted to the same member are considered to be one camping lot for the purposes of total structure and camping lot square footage. If in the future the camping lot users change, camping lots can be tracked as individual again.

2. No tree removal for the purpose of adding structures or gravel to a camping lot is allowed, nor for any other purpose except as permitted by the SMP (for example, removal of a danger tree).
   A. Arborist report needed for determination of a dangerous tree before approval of any tree removal will be allowed. Cost of arborist is at member's expense.

3. Gravel installation areas within a camping lot must be approved by CTTA, not exceed the total area allowed, and not exceed a depth of 2 inches. Existing gravel areas will be allowed to remain.
   A. Gravel: up to 2-inches covering up to 20% of the remaining lot square footage or 800-SF, whichever is less.
   B. Current gravel can remain, cannot "recover lots" with a fresh layer of gravel to maintain what is currently there, can only maintain 20% of remaining area or a max of 800-SF 2-inches deep. See Chapter 15 – Gravel & Grading for additional information. (CTTA permit is required for all lots within the SMP Area).

4. No grading other than that needed to directly construct structure poles or footings is allowed within a camping lot, and all existing contours must remain the same.

5. Members must first apply to CTTA before the construction of any structures or placement of gravel on any camping lots within the SMP jurisdiction.
6. No shed or other structure shall be converted to, or be used as, an accessory dwelling unit.
7. A Building Permit Application form submitted from an individual member to install a holding tank on a membership lot requires health department review and approval prior to installation.

8. Proposals that are confirmed to be exempt from Lewis County permitting and would not require a Lewis County building permit would be reviewed only by CTTA to determine if the construction is allowed on the camping lot based on camping lot coverage and any other applicable CTTA requirements.
9. If the proposal does require a Lewis County building permit or other governmental approval, CTTA would first review for internal requirements and camping lot coverage and then provide the member with a CTTA authorization form to be included with the member's application to the Lewis County for a Master Site Review (MSR) and subsequent building permit and/or any other required County permits. No additional SMP review would be required for individual camping lots. Individual members are responsible for Lewis County Master Site Review (MSR) application, building review, health review, flood development permit, any permit fees, inspections, and compliance.
10. Any new structures constructed outside of the programmatic shoreline permit (SHD19-0009) parameters without County authorization must be removed within 30 days and are considered to be violations of the programmatic shoreline permit conditions.

COWLITZ TIMBER TRAILS REPORTING AND REGULATORY REQUIREMENTS

11. As development occurs on member camping lots, CTTA management is responsible for maintaining an accurate accounting of all structures, structure sizes, any camping lots in non-compliant status, any camping lots that have been brought into compliant status, and new gravel areas for each camping lot. This camping lot and structure inventory (annual report of summary of development) shall be provided to Lewis County Community Development and Ecology on an annual basis, with year one beginning on January 1 of the year after the approval of this application. Failure of CTTA management to provide the annual report to Lewis County Community Development and Ecology could result in the programmatic shoreline permit (SHD19-0009) being rescinded/ revoked.
12. The shoreline substantial development permit portion of the programmatic shoreline permit (SHD19-0009) shall be administratively renewable through a normal shoreline substantial development permit review every eight (8) years, with year one starting January 1 the year after approval of this application. The shoreline conditional use and shoreline variance request approvals would not have an expiration date as long as the project as a whole is in compliance with the programmatic shoreline permit (SHD19-0009).
13. CTTA shall ensure no development will be allowed unless the member's camping lot compliance meets the criteria of the programmatic shoreline permit (SHD19- 0009).
14. CTTA shall ensure no sale or transfer of a camping lot can take place unless the member's camping lot meets compliance and the criteria of the programmatic shoreline permit (SHD19-0009).
15. Members of the CTTA listed as having a non-compliant camping lot shall bring the non-compliant camping lot into compliance with the programmatic shoreline permit (SHD19-0009) before the first requested renewal date of the programmatic shoreline permit (1st 8-year cycle/edit to add once known).
16. Failure of individual members to meet the membership lot parameters of the programmatic shoreline permit (SHD19-0009) by the first renewal date could lead CTTA to issue fines, suspension of membership, and/or action leading up to termination of membership. Additionally, this failure is considered to be "not in compliance with the programmatic shoreline permit conditions" as a membership, which could result in the denial of the future shoreline substantial development permits and the revocation of the programmatic shoreline permit (SHD19-0009).
17. In the event any archaeological or historic materials are encountered during project activity, work in the immediate area (initially allowing for a 100-foot buffer) must stop and the following actions taken: 1) Implement reasonable measures to protect the discovery site, including any appropriate stabilization or covering; 2) Take reasonable steps to ensure the confidentiality of the discovery site; and 3) Take reasonable steps to restrict access to the site of discovery.
18. If human remains are uncovered, appropriate law enforcement agencies shall be notified first, and the above steps will be followed. If the remains are determined to be Native, consultation with the affected Tribes will take place in order to mitigate the final disposition of said remains.

19. Prior to future development of any of the camping lots located within the 100-year floodplain, the individual camping lot members at the time of requested development shall submit a flood development permit application for the development and comply with LCC 15.35.
20. The temporary erosion and sedimentation control measures will be implemented at the beginning of the construction process, including restoration.
21. BMPs will include covering of exposed soils, managing runoff, and revegetating temporary disturbed soils as soon as possible following the onset of construction.
22. Potentially harmful materials, including but not limited to oil, chemicals, tires, or hazardous materials, shall not be allowed to enter any body of water or wetland, or be discharged onto the land in shoreline jurisdiction, including any ditch, swale or other non-impervious surfaced area where migration to the aquifer is a reasonable likelihood. Potentially harmful materials should be stored outside of shoreline jurisdiction if feasible, and shall be maintained in safe and leak-proof containers.
23. Herbicides, fungicides, fertilizers, and pesticides shall not be applied within 25 feet of a water body, except by a qualified professional in accordance with State and Federal laws. Further, pesticides subject to the final ruling in Washington Toxics Coalition, et al., v. EPA shall not be applied within 60 feet for ground applications or within 300 feet for aerial applications of the subject water bodies and shall be applied by a qualified professional in accordance with State and Federal law.

CHAPTER 2 – GOLF CARTS/ATV/MOTORBIKES OR EQUIVALENT, AND VEHICLE RULES AND REGULATIONS

ORV = side-by-sides recreational for licensed driver age 16 and older and street legal units.

ATV Trails = quad, dirt bike, and side-by-side trails.

ATV = quads, dirt bikes, electric or gas-powered scooters, bikes, electric ATV, side-by-sides intended for young drivers.

Golf Cart = gas or electric powered golf cart.

All members of Cowlitz Timber Trails Association are responsible for abiding by the rules and regulations outlined in the CTTA Bylaws and CRBH. Additionally, members are responsible for their family members and guest. This responsibility includes educating their family members and guests related to the rules of and regulations for ORV and golf cart use on CTTA property.

Non-member owned ORV, ATV or golf carts are not allowed to be used or driven on CTTA property, including CTTA trails.

A. Registration:
   1. Prior to use on CTTA property, registration and inspection of all ORV, ATV and golf cart units, including street legal units, is required. Please contact the business office to schedule an appointment. CTTA will issue a CTTA plate (at a cost to the member as outlined in the CTTA CRBH Rate Sheet) with the member lot/block number, a current 25-26 sticker, and a CTTA yellow tag with registration number that must be placed in a visible location on the ORV or golf cart at all times. No vehicle will exceed a noise level of 85-dB.
   2. Proof of insurance and receipt of a Release of Liability form signed/dated within one-year for all riders is required at time of registration.
   3. ORV units (side-by-sides) are required to provide a copy of Washington State or another state vehicle registration/Title at the time of registration. This is to confirm ownership by the member and permission for use on the ATV trails.
   4. An ORV, ATV or golf cart is not fully registered until it displays a CTTA yellow tag, orange 24-25 annual tag, and CTTA issued plate. A temporary plate will be given to the member until the permanent plate arrives.
   5. Plate and tags must be placed in a visible location all times.

B. Liability Insurance:

1. **Cowlitz Timber Trails Association requires all members to provide a Certificate of Insurance showing Personal Liability Insurance Coverage with minimum limits of at least $100,000 / $300,000 for each unit to possess or operate any and all ORV, ATV and golf cart units on Cowlitz Timber Trails Property.** The Member is responsible to ensure the Member, Member's family, and/or any guest rider/operators are covered under their insurance policy. Please check with your individual carrier for information.

2. Should the member possess/operate any ORV, ATV, or golf cart on Cowlitz Timber Trails Property without a Certificate of Insurance at least minimum limits of $100,000 / $300,000 for each unit, the member will be fined. Ongoing failure to properly insure the vehicle(s) will result in additional fees/fines, suspension, and action up to termination of membership.

C. Release of Liability Form:

1. CTTA Members, each family member, and any/all guests must sign the CTTA "Release of Liability" form prior to operating any ORV, ATV, or golf cart on CTTA property. All must be pre-registered and sign the "Release of Liability" form prior to entering CTTA property. No guests are allowed to operate an ORV or golf cart on CTTA property without signing the "Release of Liability" form. **Office staff must receive/review this form prior to operating an ORV, ATV or golf cart on CTTA property.**
2. All members, family members, and guest (whether operating an ORV/ATV/Golf Cart or not) must renew and submit the Release of Liability form annually by February 28th each year.
3. CTTA assumes no responsibility for any injury or loss of property caused by accident or damage while riding an ORV, ATV or golf cart on Cowlitz Timber Trails Association property. This includes any damage/injury while on the ATV trails, to another vehicle, riding throughout the campground, to a personal membership lot, etc.

D. Operating Violations – Rules & Regulations:

1. Reckless and unsafe driving is not permitted. This includes any action that could be perceived as endangering human life, personal property, or the property of others. This includes, but is not limited to driving while intoxicated, burnouts, figure 8's, peeling out, throwing rocks, unsafe speed, and towing of persons on a sled/similar unit behind an ORV, ATV or golf cart. **<RCW 46.09.480 & 46.61.765>**
2. Adequate braking device required for overall safety **<RCW 46.09.470>**.
3. Lighted headlights and taillights are required between the hours of dusk and dawn or when otherwise required for the safety of any persons. All ORV, ATV and golf carts not equipped with working headlights and tail lights must be parked and stay on the membership lot(s) from the hours of dusk and dawn **<RCW 46.09.470>**.
4. All Operators of ORV and ATV units must comply with wearing helmets, unless the ORV or ATV is equipped with seat belts and a roll bar and the rider/operator is wearing the installed seat belts **<RCW 46.09.470>**.
5. Destroying CTTA personal property or land is not permitted. This includes unreasonably exposing the underlying soil, creating an erosion condition, or to injure, damage, destroy trees, or other vegetation **<RCW 46.09.470>**.
6. Persons under the age of 16 must be accompanied by and under the direct supervision of an adult 18-years of age or older, holding a valid driver's license, and who will be responsible for their actions while operating any ATV.
7. ORV and street legal units cannot be driven unless operated by an individual age 16 or older holding a valid driver's license.
8. Golf carts cannot be driven unless operated by an individual age 16 or older, holding a valid driver's license or has completed a driver's safety course <RCW 46.08.175>
9. A valid state issued driver's license is required for driving any street legal vehicle on CTTA premises.
10. No more than two persons on an ORV, ATV or golf cart, unless otherwise designed for more or less. All occupants of an ORV, ATV or golf cart must be fully seated. No standing or hanging on to the side/back of a unit is allowed.
11. 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.

12. **ORV and ATV units are not to be ridden during quiet time hours.** The only exceptions are those that are street legal and currently licensed in Washington or another State. **The ATV trails close at dusk.**
13. **No ATV/motorbike or equivalents, golf cart, or other motorized vehicles** are to be on the Cowlitz River walkways, 60' shoreline buffer permanent easement section of the trails, within the 25' OHWM areas, and/or other posted restricted areas. The only exception is access to the boat ramp for loading and unloading **<SCUP Requirement>**.
14. **All ORV, ATV and golf carts must obey all CTTA Road signs including "Speed limit" and "One Way" directional signs throughout the park and ATV trails**.
15. **Pedestrians have the "Right of Way" at all times on CTTA property**. Please slow down, be aware, and use caution while operating an ORV and golf cart on CTTA property.
16. ORV and ATV drivers are required to ride ORV and ATV units on the provided ATV trails versus riding **continuously** on the campground roadways. All ORV and ATV drivers will take the shortest safest route to Cowlitz Way and on to the ATV trails. While on the ATV trails all directions and signs must be followed.
17. Anyone found in violation of ATV trail-use, as outlined below:
    a. Defaces signage,
    b. Leaves ATV trail ways,
    c. Damages trees and native vegetation,
    d. Rides in a reckless or unsafe manner,
    e. Or otherwise causes unnecessary abuse or wear & tear on the ATV trails

    is subject to disciplinary action against the Membership including fines, suspension, and action up to termination of Membership.

ALL PARTIES THAT ENTER CTTA PROPERTY ARE ADVISED THAT THESE RULES AND REGULATIONS PERMIT THE OPERATION OF CERTAIN MOTOR VEHICLES ON CTTA PROPERTY. SUCH OPERATION COULD IMPAIR THE SAFETY OF MEMBERS AND GUESTS ON CTTA PROPERTY AND COULD LEAD TO SERIOUS INJURY OR DEATH TO THE MEMBERS OR GUESTS. ALL MEMBERS AND GUESTS CONSENT TO THE OPERATION OF SUCH MOTOR VEHICLES AS PROVIDED IN THE CRBH BY THEIR PRESENCE ON CTTA PROPERTY. CTTA IS NOT RESPONSIBLE FOR THE OPERATION OF ORV, ATV or GOLF CARTS UNIT OR GOLF CARTS ON CTTA PROPERTY. ALL PARTIES, BY UTILIZING CTTA PROPERTY AND FACILITIES, HEREBY WAIVE ANY RIGHTS OR CLAIMS THEY MAY OTHERWISE HAVE AGAINST CTTA FOR ANY INJURIES THEY MAY INCUR RESULTING FROM THE OPERATION OF ORV, ATV AND GOLF CARTS.

FAILURE TO COOPERATE WITH THE COWLITZ TIMBER TRAILS ASSOCIATION WITH REQUIREMENTS FOR INSURANCE AND RELEASE OF LIABILITY DOCUMENTS WILL RESULT IN ACTION AGAINST YOUR MEMBERSHIP TO INCLUDE FEES/FINES, SUSPENSION, AND ACTION UP TO TERMINATION OF MEMBERSHIP.

E. <u>CTTA Incident and Accident Reports</u>:

1. A CTTA incident report is required by all involved parties within 48-hours of any ORV, ATV or golf cart incident/accident. This incident report requires a detailed description of the vehicles and parties involved, lot/block number of those involved, location, time/date, and facts of the incident.
2. Failure to cooperate within the scope of an investigation with CTTA, law enforcement, insurance professionals and/or any government agency related to an incident/accident will result in action against your membership to include fees/fines, suspension, and action up to termination.

F. <u>Member Vehicles</u>:

1. Members are allowed to park one motor vehicle, such as a car or pickup, on their lot/site for an extended period provided the vehicle is properly registered and has a current license plate.
2. Vehicles are prohibited from parking on roads or within the 25' OHWM of the Cowlitz River. All roads shall be kept accessible to emergency vehicles in case of accidents or emergencies.

3. Parking at the boat ramp and the river bed is not allowed. The only exception is access to the boat ramp for loading and unloading **<SCUP Requirement>**.
4. Vehicle(s) will be parked entirely within the member's lot/site. Vehicle will not be parked on the road or in "no parking areas". This applies to all guest vehicles as well.
5. Vehicle(s) will be kept presentable and operable.
6. Construction equipment (dump trucks, caterpillars, etc.) will not be stored or parked on CTTA property unless that equipment is currently in use for lot/site improvement at the lot/site at which it is parked. Once the lot/site improvement is completed, the equipment will be removed from CTTA property. **Under no circumstances will the equipment be stored on CTTA property.**
7. Disabled vehicles will be removed from CTTA within 30-days of disablement. If the vehicle has not been removed after 30 days, the member will incur a daily fine as outlined in the rate sheet.
8. All drivers must obey all CTTA Road signs including "Speed limit" and "One Way" directional signs throughout the park and ATV trails.

CHAPTER 3 – BLACK AND GRAY WATER / PLUMBING, FRESH WATER, HOSES

BLACK AND GRAY WATER

A. **BLACK AND GRAY WATER CONTAINMENT AND DISPOSAL -** With respect to black water (human waste in solid or liquid form) and gray water (water from sinks and baths), the following applies: **In Lewis County black and gray water is considered the same.**

1. If a member wishes to use a lot/site **more than 60** to the maximum 180 days in a calendar year, an approved lot/site holding tank, permitted by Lewis County, is required. A lot/site holding tank must be designed by a designer, certified in Lewis County. The size of these tanks shall be 1200 gallons. The tank will have to be pumped only by a certified pumper with a current maintenance contract with Cowlitz Timber Trails Association. The tank will be equipped with an automatic warning system (a warning system that indicates the tank is nearing its full capacity and needs to be pumped). The costs of the tank, warning system, installation and pumping shall be the responsibility of the member.
2. An electrical locate is required prior to excavation and installation of a holding tank. This will be completed as a part of the Building Permit Application process. If there is a delay in installation and the spray paint markings wash away, please contact the office, and submit a work order for completion. If there is any damage to electrical wiring or the Park's electrical system without completing these steps, the member is responsible for any/all repair costs along with the electrical violation fine outlined in the Rate Sheet of the CRBH. When in doubt, request a locate!
3. All lot/site holding tanks require an approved permit from Lewis County prior to installation. First step of the process is an approved CTTA Building Permit Application form. All holding tanks once installed will be inspected by the licensed designer with final inspection confirmed by Lewis County Building Department prior to use or the addition of days of use in the park.
4. Installation of a holding tank requires use of the holding tank instead of the common dump stations. Common dump stations cannot be used unless the automatic warning system indicates the holding tank is near full capacity and requires pumping. That is tracked through a call to the office with the tank added to the vendor pump list. Use of the of the dump station is for short-term use only once the holding tank is added to the vendor pump list.

5. Installation of a holding tank is not for the use of the additional days granted by the installation. It is working outside the spirit of the agreement to avoid maintenance/use of the holding tank and relying on the CTTA dump stations. This also adds burden and added expense/maintenance for the CTTA dump stations for those with additional days of use outside what is granted at the standard 60-days per year.
6. Black/gray water is handled per guidelines of the Lewis County Health Department and the Washington State Department of Health.
7. The lot/site holding tank pump-out point will be accessible for pump-out and accessible by personnel conducting the pump-out. Pump-out points cannot be covered by gravel, decks, landscaping cloth, etc. It is the responsibility of the member to ensure the pump-out location is accessible.
8. Members who use their lot/site **less than 60 days per year** may use an approved commercial portable RVU sewage receptacle for secondary direct discharge from the self-contained RVU into an approved portable RVU sewage receptacle and from the receptacle to a common dump station within the CTTA campground. The commercial portable RVU sewage receptacles are typically a blue or gray container. All unauthorized sewer receptacles must be removed from CTTA property.
9. All hoses used to discharge holding tanks into approved commercial receptacles cannot be left connected continuously and only for short-term use to empty the RVU holding tank(s) into the portable tote. All such hoses shall be stowed in the RVU hose receptacle or in an appropriate place out of sight and contact to humans or animals when not in use.
10. Anyone caught discharging black/gray water on the ground or in any inappropriate or not approved manner will be subject to fines, suspension, and action up to termination of membership. Gray wells **are not** approved under any circumstances.
11. All battery-operated alarm panels must be inspected by CTTA once per month. If alarm is found to not be operational, member will be notified by CTTA and given 30-days to replace the battery. Batteries must be replaced once every three months or after an alarm event.
12. The holding tank alarm system must be both audible and visual. There are two visual alarm lights for the tank. The first light gives the member notice that the tank is filling-up and requires pumping prior to illumination of the second light. The audible alarm must be heard at a distance of 20-ft.
13. Maintenance of the holding tank is the member's responsibility. Should the holding tank be out of compliance for more than 45-days, CTTA will automatically place the holding tank on the vendor list for inspection and potential pumping at the member's expense in addition to an administrative fee charged by CTTA. If the holding tank is full, members are allowed one-week to add the tank to the pump list. Otherwise, the holding tank will be added to the vendor pump list at the member's expense in addition to an administrative fee charged by CTTA.
14. <u>Membership Sales</u>:
    a. All holding tanks must be in full compliance prior to submitting the sale to the Board of Directors for approval.
    b. The holding tank must have no active alarm events at the time of membership sale. Should the first or second alarm light be on, the holding tank must be pumped by the first Friday of the sale month for the sale to be submitted to the Board for approval.
    c. An inspection of the holding tank is required within one-year of the membership sale date. The membership sale date is the date the sale is presented to the Board of Directors for approval.
    d. CTTA takes no responsibility for the maintenance or expense of the holding tank. Holding tank/alarm systems are 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.

B. **LEWIS COUNTY OPERATIONAL PERMIT**– Annually, Cowlitz Timber Trails Association is required to secure and honor the conditions of a Lewis County "On-Site Sewer Holding Tank System." The conditions which will govern the operational permit for the lot/site holding tank are:

1. A service contract or other agreement must be continuously maintained with a certified pumper.
2. Pumping frequency will be on an "as needed-on call" basis. It is the responsibility of CTTA, as the holder of the operational permit, to monitor holding tank alarms and notify the pumper.
3. The Lewis County Health Department requires inspection of each holding tank on an annual basis whether it has been used or not. CTTA is required to confirm the inspection has been done. If the member does not call the office and schedule the annual inspection by October 31st of each year, CTTA will schedule the inspection for the member at their expense (inspections are done at the time of pumping and do not require a separate appointment).
4. Operational records including pumping frequency, sewage volume, disposal site used by the pumper, alarm and service, and other servicing or repairs must be kept and reported by CTTA as well as the service provider. All calls for service will be made through the CTTA business office for tracking of the responsibilities associated with reporting and record keeping
5. Records are to be submitted to the local health officer at 6 & 12 months from the permit issuance, then annually thereafter.
6. All users of lot/site holding tanks must be familiar with and adhere to the provisions of the emergency response plan and procedures.

LOT/SITE HOLDING TANK SEWAGE SYSTEM EMERGENCY RESPONSE PLAN – The following table outlines a response plan for some possible emergency situations. For other situations not listed, the objective is to prevent the sewage from spreading away from the spill site by absorption and containment, to neutralize with lime, and to isolate humans from contact until cleanup and removal can be accomplished. The CTTA shall maintain an adequate supply of lime and absorbents on site for emergency cleanups, which must be continuously accessible to all members.

Situation	*Response Action*
Failure or inability of the pumper to provide service.	Reduce or cease use of the system until the pumper can respond. If it is unknown whether the first or second float is actuating the alarm system, cease use and do not remove the lids of the tank until a pumper is present to attend to any resultant overflow spillage. Call another pumper if a spill that is beyond the capability of the membership to contain has occurred.
Hydraulic overload or sewage backup into structure served.	Cease use of system. Do not remove the lids of the tank until a pumper is present to attend to any resultant overflow spillage. Apply appropriate dry, gel, or clay-based absorbents, and cover solid mass with agricultural lime. Remove solid mass to a sealed container.
Sewage spill at the site.	Call the pumper for removal, if available. Apply appropriate dry, gel, or clay-based absorbents; for removal by service personnel. Cordon off the area with 3" plastic barricade tape as necessary to limit human contact.

Regarding spillage from a "Portable Gray/Black Water Receptacle/Tank" the above containment procedure shall be required, with the exception that a licensed pumper need not be called. However, the CTTA maintenance personnel shall be called to supervise and ensure the condition is contained and removed in such a manner as to eliminate any hazard to humans, animals, or the ecology.

PLUMBING, FRESH WATER, & HOSES

1. Water is available year-round except for instances of water shortage or extreme circumstances. Water will be turned-off for short-term periods for repair to plumbing and water system. All county ordinances governing the water system (i.e., permits, materials contamination prevention devices, etc.) will be followed. CTTA's water system is monitored by the county and state. It will be kept contaminate free for human consumption.
2. Should there be concern or opportunity for contamination of the potable water system, a Boil Alert will be issued – managed by CTTA's service testing provider. Once the water is tested and the results show no contamination, the Boil Alert will be rescinded.
3. Each assigned lot/site will have access to a water hydrant with a faucet(s) from an approved hose can be attached. A member can temporarily hook-up to a water hydrant faucet each day, if they are in the campground. The hose connection must be disconnected upon leaving the campground.
4. No membership can dominate a water hydrant hydrant/stanchion. Water access must be maintained for all members.
5. During cold/freezing temperatures, members are responsible for unhooking the water hose from the water hydrant/stanchion to prevent it from freezing and any damage. If a water hydrant freezes because of a member's hose being connected to the water hydrant/stanchion, the member will be responsible for any damage.
6. Access to a public stanchion is available to each member. Service to a lead-free sanitary hydrant (PEX) from the CTTA main water line is available once authorized and installed by CTTA personnel at the expense of the member.
7. Water lines or hoses cannot be hard-plumbed from the water line or hydrant to the RVU. A frost-free, anti-siphon valve and line can be installed near the RVU at the member's expense.
8. All commercial hoses are permitted for use in the campground for non-potable use. In case of potable water hoses, they must be of the FDA compliant-type, white with a continuous colored strip.

CHAPTER 4 – ELECTRICAL RULES AND REGULATIONS

POWER, PEDESTALS, LIGHTING, CORDS, ETC.

CTTA was designed and authorized for 20/30-amp service when the electrical system was installed in 1969. Upgrades to support 50-amp service are not complete through most of the park. In 2022,
lots 1-17/8 were upgraded to support 50-amp service. These lots are the ONLY lots truly designed to support 50-amp service until mandatory upgrades are complete.

No new 50-amp service is authorized until electrical upgrades are done throughout the park. Over time, some 50-amp service was allowed at membership lots. While it was allowed, the system cannot support this service. If there becomes an issue with the load on CTTA's electrical system, a 50-amp pedestal plug-in may be reverted to 20/30-amp service.

Be advised, if you own a 50-amp RVU, you may not be able to use all accoutrements available to you. Should you choose to plug your 50-amp trailer into a 20/30-amp converter, you risk potential damage to your RVU. Use of the converter is at your own risk and CTTA is not responsible for any damage or injury through use of the converter and may be responsible for any damage to the power pedestal. Member is required to provide their own surge protector.

Upgrades to the electrical system are mandatory. The Board of Directors are researching funding options, which will be an expense the membership will have to pay. Should CTTA not be able to secure a loan (which would split the amount owed over a larger period of time), the Board of Directors will use the approach of self-financing, which will require larger upfront payments from members.

Rules governing the electrical system:

1. An electrical locate is required prior to any/all upgrades to a membership lot(s) which require excavation or digging. An electrical locate will be completed as a part of the Building Permit Application process., If there is a delay in installation or completion of the work and the spray paint markings wash away, it is the member's responsibility to contact the office and submit a work order for completion. If there is any damage to electrical wiring or the Park's electrical system without completing these steps, the member is responsible for any/all repair costs along with the electrical violation fine outlined in the Rate Sheet of the CRBH. When in doubt, request a locate!
2. We are required to follow the National Electrical Code and/or comply with the prevailing governmental ordinances, rules, laws and/or regulations applicable to CTTA.
3. **All new CTTA or member electrical installation(s) will apply for and purchase the appropriate electrical permit and adhere to the rules and regulations as outlined by the Department of Labor and Industries.**
4. **The addition of any new electrical wiring or service for any member structure is restricted at this time and not allowed. The current condition of our electrical system cannot support additional power sources.**
5. All electrical tools, equipment and appliances will be rated by UL, or another recognized national authorized standard, including cords and plugs.
6. **Each lot/site is authorized one (1) electrical pedestal.** All existing pedestals shall be serviced by CTTA, and all new pedestals shall be authorized, installed, and serviced by CTTA. The installation and servicing costs incurred by CTTA for a new pedestal to a lot/site, requested by the member, shall be the responsibility of the member. However, if an electrical pedestal is found to be defective beyond repair because of use and age, by a qualified authorized agent of the Board of Directors, it shall be replaced at the expense of CTTA.
7. When a CTTA lot/site membership is listed for sale, the pedestal will be cleaned or replaced (if necessary) at the expense of the current member. All other damage, repairs, and/or parts to the pedestal are the responsibility of the member, unless the electrical pedestal, itself, is found to be defective beyond repair as a result of use and age, or damaged by CTTA.
8. **CTTA staff or an electrician hired by CTTA only is allowed to open or work on an electrical pedestal.**
9. Only weatherproof outlets shall be used outside and only if protected by a GFI of no more than 20/30-amp.
10. Absolutely no indoor/outdoor rated extension cords rated less than #14-3 wires, nor exceeding 50 ft. in length, are to be used to connect to an electrical outlet or structure. 25' #16-3 indoor/outdoor rated extension cords may be used where they comply with the national electrical code for personnel uses. In addition, they shall be protected by a GFI of no more than 20/30-amp.
11. **The use of extension cords is not permitted for any permanent type wiring. This includes mood, Christmas, and yard-type lights on walkways, stairs, trees, and decks. Extension cords to refrigerators, sheds, deck outlets, and trailers/RVs are not permitted when not in the park. All members must unplug all extension cords when not in attendance of the park. Failure to do so will allow the CTTA staff to unplug extension cords without liability to the member's property. Inside the outbuildings extension cords run across floor to TV, lights, stoves, and other personal property is not allowed.**
12. Absolutely no two-wire or two-prong plugs are allowed from the pedestal, except for appliances and power tools designed as such and then only for short-term uses.
13. RVU's will only be plugged into authorized RVU outlets or to a capable electrical outlet, and only with an approved cord.
14. The RVU electrical cord that is hooked directly to the RVU, installed by the manufacturer, cannot be buried. An electrical satellite box must be installed and permitted by the Department of Labor and Industries. The installation of satellite plug-ins is not allowed at this time based on the current condition of the park's electrical system.
15. To protect all RVU's or structures, a breaker of 30-amp on your main RVU outlet and a GFI on your household outlet, of no more than 20-amp shall be in place at the pedestal or incorporated in the RVU, or electrical line
16. Any member who does not have electricity to his/her designated lot/site cannot plug into any neighboring electrical pedestal or any CTTA electric standard, *unless pre-approved, in writing, by the Board of Directors*.
17. CTTA power is typically limited to a single 30-amp service pedestal. This pedestal also includes a 20-amp breaker. All access to CTTA power by a member will be only through the electrical pedestal or satellite plug-in. Power will not be hard wired from the electrical service to the RVU or structure(s).

18. **Solar lighting is encouraged. Outdoor Mercury Vapor lights (streetlights) are not allowed on lots/sites.** A fluorescent (70 watt), a High-Pressure Sodium or a Metal Halide light of 100 watt to 250 watt is acceptable. High intensity lights or lighting on a lot/site is limited to occasional use between 9 PM and 10 AM. Bug-Zappers are permissible. Motion light detectors are allowed and may remain active for safety and security purposes. Low-level walkway lighting and decorative lighting is allowed when used in moderation and in accordance with the manufacturer's instructions. Christmas lights and other holiday lighting is restricted to the respective holiday season and not used year-round. All exterior outdoor lighting will be set so that the lighting does not disturb the adjacent lot/sites members or their guests, as well as minimize the disturbance to the adjoining lots/sites. **All unattended lot/site electrical outdoor lighting and all unnecessary indoor lighting will be turned off** when the respective member leaves the campground to return to his/her primary residents.
19. For cool weather and mildew protection of an RVU or sunroom, a low voltage/wattage oil heater or one 60-watt light bulb is authorized. **Storage sheds and gazebos cannot be heated by electricity, except when the member or guests are present.**
20. CTTA's electrical power is limited and subject to overload. Therefore, all members and guests are asked to conserve the use and consumption of electricity on their assigned lot/site to reduce costs, conserve electricity and maintain a constant and reliable level of service to all CTTA Blocks and lot/sites.
21. CTTA is not responsible for replacement of any personal property (including food, electrical cords, surge protectors, etc.) caused by power outage. Please reference Bylaws, Section 1.5 – Facilities, E.
22. **No additional service is available until mandatory upgrades are complete. Any/all requests for upgrades or electrical pedestal moves will be denied until if/when CTTA can safely extend those services.**
23. **Member's personal electrical to buildings, structures, satellite plugs, etc., MUST be following Washington State L&I requirements before any sale or transfer of membership can take place.**

CHAPTER 5 – FIRE RULES AND REGULATIONS

A. FIRE SEASON RULES AND REGULATIONS - The following are CTTA rules governing activities during the fire season. The Meter Board at the entrance of the campground shall give the code level as determined by the Lewis County Fire Marshall and/or the Salkum Fire Dept. At the discretion of the Board of Directors or its authorized agent(s), notices shall be posted on the Lodge bulletin board and in the campground.

Code I	**Closed fire season –** Requirements shall be in effect.
Code II	**Partial Hoot Owl** – Restrictions on spark generating equipment or materials during the afternoon. From 1:00 p.m. to 8:00 p.m. spark generating equipment shall be restricted to an area that can be monitored and controlled. (Power saws, skill saws, grinders, mowers, etc.)
Code III	**Partial Shutdown** – During the hours of 1:00 p.m. until 8:00 p.m. This shall include the above and any other spark generation apparatus.
Code IV	**General Shutdown** – No Fires!

Burning Restrictions:

In Lewis County outside of the Gifford Pinchot National Forest, **open fires are prohibited** on both improved and forested lands. However recreational campfires are allowed in Designated Campgrounds if built in metal-or-concrete-lined fire pits. Campfires are allowed on private land: with the landowner's permission, if built in a metal or concrete fire pit, if restricted in size to no larger than three feet across, if located in a clear, vegetation-free area of at least 10' across including a 20' vertical clearance from overhanging branches, and if attended at all times by an individual with shovel and 5 gallons of water or a connected and charged water hose. *(Lewis County Fire Marshall)*

B. OTHER FIRE CONTROL RULES AND REGULATIONS ARE:

1. **During periods of high fire danger**, as indicated on the meter board and posted notices, all outside burning shall be banned. (If in doubt check with the base office.)

2. Rock fire rings shall be grouted together, or secured in such a manner to avoid a safety or fire hazard.
3. Fire rings or fire pits over three (3) feet in diameter, including wall thickness, shall not be authorized. Walls shall not exceed 8-12" thickness. The fire pit itself, not including wall thick nesses shall remain at 36" across.
4. In approved lot/site fire pits, fireplaces/barbecues, limbs and vegetation shall be at least 10 feet across with a 20' vertical clearance from overhanging branches, etc., having a sufficient safe zone from or above the fire pit with, no roots underneath and/or combustible material (porch, trailer, etc.) close by. These approved lot/site fire pits; fireplaces/barbecues shall not be used during Code IV.
5. Open fire pits, fireplaces/barbecues, etc. shall be properly vented, constructed with non-flammable material. Stoves and contained fires shall have the floor, walls, and top made of nonflammable material. Fire pits and campfires shall be placed so they do not present a potential safety or fire hazard to RVU's, structures, trees, brush, vegetation, etc.
6. Open barbecues using briquettes or similar material shall not be used during Code IV. No dumping of hot coals/briquettes shall be permitted. The only barbecues allowed during Code IV shall be electric or propane, in an enclosed or controlled area.
7. Vehicles with catalytic converters shall be careful when parking or running over combustible material.
8. Enough water shall be left in CTTA's water supply tank(s) to be effective in case of fire. When water level drops to 5 feet, which is alarmingly low, a conservation measure shall be announced and/or posted.
9. ATV/motorbike or equivalent off-road motorized vehicles shall be ridden on campground roads only when Code III (Partial Shutdown applies) & IV (**no trails**) is in effect. In such cases the use of ATV/motorbike or equivalent and off road-motorized vehicles shall be limited to transportation only and not cruising, or continuous use on the roads in the campground.
10. No member shall leave a fire unattended at any time, and during Code III shall be attended at all times by an individual with access to a shovel and 5-gallons of water or a connected and charged water hose. Members are expected and required to follow all fire rules of CTTA, as well as those of the Department of Natural Resources and the Salkum Fire Department. **(NOTE: Salkum Fire Department determines the Fire Status within CTTA social areas, i.e., campsites, lodge, pool, trails, etc.).**
11. Anyone building a lot/site fireplace/barbecue, fire pit or other type of fireplace devices shall get approval and be inspected by the Board of Directors or its authorized agent(s) before it is used.
12. **A member's fire is to be kept within the approved lot/site fire pit, and the size of the fire is to be maintained in such a manner as to be controllable, posing no threat to other members or the campground. (Generally speaking, the fire should not exceed the width of the fire pit, nor rise above 3' for any length of time).**
13. The Board of Directors shall be compelled to take corrective action with anyone breaking these fire rules and endangering the lives of others in the campground. Violators shall be subject to the corrective action outlined in our Bylaws and CRBH rules and regulations.
14. All Sunrooms shall have a factory-approved smoke detector/alarm. It is recommended that all gazebos and sheds also have a factory-approved smoke detector/alarm as an added safety feature that may alert the member, CTTA staff or a passing member to a possible fire hazard. This could prevent or significantly reduce the loss of personal property or life.
15. All persons who smoke shall use extreme caution with their lit smokes, and shall extinguish them in such a manner that they do not pose a fire threat to any persons or the campground. There are ashtrays, cans, etc. placed near bathrooms, the lodge and other locations, which are recommended for smokes disposal. Smoking in "No Smoking" areas or structures shall be prohibited and shall be cause for disciplinary action. Fire is perhaps one of CTTA's largest threats for disaster.

CHAPTER 6 – GUEST AND GATE RULES AND REGULATIONS

GUEST & GATE RULES AND REGULATIONS

1. The member is responsible for ensuring a Release of Liability form is complete and on file at the business office for any/all family members and non-immediate family member guests that access CTTA property. This is an annual requirement (due annually by February 28th each year) and there are no minimum age exemptions. It does not matter whether the individual plans on riding or will be riding any ATV/UTV/golf cart unit. Everyone is required to complete the Release of Liability form.
2. The main gate is the primary entrance and exit from the campground and shall be actuated by the use of assigned membership gate key cards. If the card does not work, call the base on the intercom located at the gate or go to the gate office for help.
3. All members are registered when they use their membership gate key card through the gate. If the gate card is not in your possession, you must check-in with the office during business hours to register. The gate system is used as the tracking method for Park attendance. Any access to the Park without a gate card must be tracked manually by office staff.
4. Never follow another vehicle through the gate or allow another vehicle to follow your vehicle without allowing the gate to fully close. Tailgating may result in damage to your vehicle and the gate system. **(See rate sheet for potential fine/fee)**
5. Use of gate is at own risk. The gate operates off a loop sensor system, similar to a metal detector. It may not register some alloy trailers. If you have concern regarding the arm coming down on your towed trailer, please ask the office (during business hours) through the intercom to hold the gate open for you.
6. A **member** may have **up to 5 activated gate key cards**. Two gate key cards are provided at time of membership purchase at no charge. Three additional gate cards are available for assignment to immediate family after completion (and passing) of a WATCH background check (for a fee) and confirmation a current Release of Liability form is on file. A temporary PIN number may be assigned for registered guests or temporary emergency member for after-hours access to the Park.
7. Members must register all guests. All guests over 18 years of age, who stay overnight owe an overnight guest fee (day fee is charged during holiday weekends). Pre-registration is encouraged to streamline the process at the gate. The member is responsible for paying any guest fees, although the fee will be collected from the guest, if not paid in advance. Non-payment of guest fees will result in a fine. **(See rate sheet for potential fine/fee)**
8. Each member is responsible for the actions and conduct of any family or non-immediate family guests present on CTTA property. It is a member's responsibility to educate and familiarize their family members and non-immediate family member guests of all CTTA rules and guidelines.

   There is an overnight fee for each non-immediate family member guest, age 18 and older. The member is responsible for registering all family members and non-immediate family member guests. Non-immediate family member guest access is restricted to six-times each member per calendar year. During the Memorial Day Weekend, celebrated 4th of July weekend, and Labor Day weekend, non-immediate family member guests are restricted to no more than eight people (including minor children) per member. A non-immediate family member guest husband and wife who stay overnight will be charged one guest fee, whether they arrive together or separately.
9. Guest lots/sites are available for reservation by the member on a first come, first serve basis. A courtesy lot/site can be reserved by the member through the office at the charge listed in the gate sheet. The member must be present during the duration of the guest lot/site usage. Guest site usage is restricted to no more than 8 individuals (including minor children) staying on the reserved site. Cancellations require seven (7) day notice to avoid the overnight charge.
10. **Members are prohibited from using their gate card(s) during business hours to card in/out any non-cardholder. Any vehicle that does not have an authorized gate card in their possession, must use the intercom to request access from office staff or walk into the office for registration.** This safeguard is in place to maintain the safety of our members and guests, protect personal and CTTA property, monitor guests and guest ATV usage, and control the use of our facilities/property. Any member found in violation of gate misuse may be subject to a fine for such action **(See rate sheet for potential fine/fee)**.

11. **Members are permitted to card in/out any guests that arrive outside business hours; but, must immediately register guests the next morning with the business office and pay any applicable guest fees.** Any members found in violation of not paying the overnight guest (18 years and older) fee will be subject to a fine for such action **(see rate sheet for potential fine/fee)**. *A guest husband and wife, who intend to stay overnight, may be let through the gate at different times, during the same (24 hour) day and charged the prevailing overnight fee as if they arrived together at the same time, in the same vehicle paying only one fee.* *(Rev. 10/9/04)*
12. **Members are prohibited from using their assigned gate card(s) to card anyone through the gate except as noted above in #11.** Carding in other members, other member's guest, other member's family member, or another member's vendor/contractor is not allowed. *A fine will be assessed for such action* **(See rate sheet for potential fine/fee*).*** As a member, you do not know whether the individual(s) is authorized to enter the Park. By using your membership gate card, you assume the risk for that individual(s) as your guest(s). Should there be any damage or harm to others and personal and/or CTTA property, you assume total responsibility for that guest's actions. This may result in fines, repair costs, suspension of membership, and/or action up to termination of membership.
13. Member children under 18 years of age and their guests are not allowed in the campground without the parent(s) or legal guardian(s) (member) present. Family members 18 years of age and older, are allowed in the campground, when the (parent(s) or legal guardian(s) member is not present. Those family members 21 years of age and older may bring a guest (one/two individual or family). All guests must be registered at the office. It is the member's responsibility to ensure that family members are aware of the rules governing guests, as the member has total responsibility for their family member and guest actions.
14. Guests are not permitted access to the Park unless the member is present. This does not include their children or grandchildren over 18, or their parent(s) or grandparent(s).
15. CTTA personnel will not open the gate for members or their guests who do not have a current gate key card and/or who are not registered, until they are properly identified. If the guest is not registered or on the membership approved family list, access to the Park will not be permitted.
16. In accordance with the Bylaws and CRBH, members and their guests are limited to the number of days they may use the campground. The gate is the primary tool used by CTTA to record the days spent in the campground. Each member is responsible for their attendance compliance. It is a good practice to check with the gate personnel at least once in every 30 days to validate attendance usage.
17. As a safeguard to the general membership, CTTA property, and assets against excessive use and/or abuse, each member (which includes family members) must use discretion when inviting guests to CTTA. The number of individual and family guests should be limited to no more than one/two at any one time and on an occasional basis. If our guest(s) wish to use our facilities on a more frequent basis, they should become members, thereby paying for the privileges we pay for and enjoy. We cannot exist as an Association unless someone pays for our existence. If good judgment is not used and the guest privilege is out of control, the Board of Directors may be forced to regulate the guest privilege and/or increase dues to cover our costs. The guest privilege originally was instituted to attract others as potential members and not as beneficiaries of an unlimited free campground facility.
18. All vendors, government officials, prospective members, etc. are required to register at the gate, regardless of the nature of their business. This requirement is to maintain safety of our members and guests, to protect personal and CTTA property, and to control the use of our facilities and property. Your help is expected and appreciated.
19. **Messages:** CTTA maintenance personnel, or others authorized by the Board of Directors, shall not be obligated to deliver any messages. As a courtesy provided by CTTA, maintenance personnel, or others authorized by the Board of Directors, shall deliver messages**, to those members and guests who are registered in the campground**. However, they are not obligated to do so. Time and circumstances shall dictate this courtesy.
20. Anyone violating these rules and regulations shall be subject to the corrective action outlined in our Bylaws and CRBH rules and regulations.

CHAPTER 7 – GENERAL RULES AND REGULATIONS

CAMPGROUND AND RECREATIONAL RULES AND REGULATIONS

1. NOISE CONTROL - The Board of Directors and staff have the authority to limit the use of items creating a nuisance by their noise. Quiet time is from Midnight to 9am and is also extended to 1:00a.m. for some holidays (Memorial Day, July 4th, Labor Day, and New Year's Eve/Day) to include the day of and after and/or weekend of.

   Construction and use of Power Equipment is limited to the hours of 9AM to 8PM.
   Violations will result in the immediate shutdown and/or removal of the source from the campground.

2. **OCCUPANCY** –No Occupancy is allowed. Use of membership camping lot(s) is restricted to temporary and intermittent use for the purpose of recreational-use.

   A day of lot/site use is determined by an overnight stay within the Park. The purpose of this time is to allow members/member's immediate family the opportunity to enter the campground for reasons that involve camping and/or traditional use of the facilities, such as fishing, cookouts, swimming, or use of the riding trails. It also allows members/member's immediate families to enter the campground for the purpose of conducting personal or official CTTA business, checking their lot/site for security and/or damage after a storm event, or to meet contractors such as septic designers and building contractors, or County inspectors at their lot/site for building inspections during construction, etc. Employees, work-campers, or authorized volunteer members shall not be penalized for a day of occupancy provided they are in the campgrounds for official CTTA business or working for or on a CTTA project.

   Members that are currently serving on the CTTA Board of Directors, and that utilize the campground meeting/business office facilities for regularly scheduled Board or Committee meetings, will not accrue a day of occupancy when their presence is required for attending the Board or Committee meeting. This exception applies only to a member elected to the Board and only during their actual tenure on the Board.

   NOTE: Nothing in the above criteria should be construed in any way as a means of circumventing the spirit, intent or requirements driven by the limits placed on occupancy. To that end, the use of the eight-hour exception criteria is limited to 24 times per calendar year. After that point, each visit to the campground constitutes a day of occupancy regardless of the length of stay.

3. **OHWM** - (Ordinary High-Water Mark) The 25', 200' OHWM Areas and Access to the Cowlitz River:

   A. All CTTA members and their guests shall be always allowed access along the Cowlitz River bordering CTTA property. No restriction, signs or devices shall be allowed; however, lot/site privacy and unnecessary trespass should be respected.
   B. There is to be no personal property, motorized vehicles, structures, clearing, tree cutting, bush or grass cutting, or excavation of any type within the 25' OHWM area (the only exceptions are dangerous trees, and access to the boat ramp for loading and unloading). All activities, other than low impact activities, shall be subject to County and State ordinances and regulations, and shall be approved by the Board of Directors before the act or action. For dangerous tree and bush removal see "Trees and Bushes".
   C. All activities within the 200' setback of the OHWM of the Cowlitz River are subject to additional County and State ordinances and regulations. Therefore, the Board of Directors shall review and approve all activities not already set forth in the CTTA Bylaws and CRBH rules and regulations. For tree and bush removal see "Trees and Bushes".

D. The OHWM Area has been delineated and monuments set. The monuments are approximately an 8" diameter concrete circle, in the ground, with 1" steel re-bar through the center and a plastic cap on it. They are set 200' inland of the OHWM, generally located within a lot/site. Anyone found destroying or removing said monuments would be subject to loss of membership and/or a substantial fine.

4. **PETROLEUM AND PROPANE PRODUCTS** - All petroleum and propane products shall be contained in an approved container, handled, and stored in a safe manner. The respective member is responsible and liable. As a convenience CTTA allows propane to be delivered, or supplied, in the campground. In either case the cost of propane shall be the responsibility of the participating member.
5. **UTILITIES -** All allowable utilities to a lot/site shall be underground unless the prevailing authority of the utility company determines it necessary and beneficial otherwise. All external electrical cords shall be rated for outdoor use.

CHAPTER 8 – POOL RULES AND REGULATIONS

POOL RULES AND REGULATIONS (Rev. 10/9/04)

1. All persons using the pool do so at their own risk. CTTA is not responsible for providing a lifeguard. CTTA assumes no responsibility for any person getting hurt in the pool area or while swimming in the pool. CTTA is not responsible for accidents or injuries. **Swim at your own risk**. Be safe, think before you act, follow the rules, have fun and enjoy our pool facilities.
2. Children 12 years of age and under are not permitted in the pool unless accompanied by a responsible adult over 18 years of age. (WAC 246-260-100)
3. When the pool is used by persons seventeen (17) years of age or under, a minimum of two people at the pool facility is required at all times the pool is in use. (WAC 246-260-100)
4. The pool is for members and guests only.
5. Food and drinks are allowed **only** in designated areas (No drinking or food in the pool), which are the gazebo area, and next to the outer fence. (The use of alcoholic beverages, inside the fenced pool area, is discouraged, and at the least must be strictly controlled for the safety of oneself and others). *In addition, no breakable containers, i.e. glass etc., are allowed in the pool area.* (WAC 246-260)
6. No persons with communicable diseases may use the pool. (WAC 246-260)
7. No persons under the influence of alcohol or drugs may use the pool. (WAC 246-260)
8. **No smoking** within the pool fence. Smoking is permitted outside the pool fence in accordance with the Washington Smoking in Public Places law (25 feet from building entrances, exits, windows that open, and ventilation intakes).
9. No rough housing (horseplay) or running is allowed in or around the pool area, safety shall be a priority. (WAC 246-260)
10. **No animals** are allowed inside the fenced pool area.
11. **Persons are allowed to use life jackets and/or small float devices designed for the safety of the person.** Children in or around the pool area are to be supervised by their parents or guardians. There are no lifeguards on duty, so the welfare and safety of all children (or adult for that matter) is the sole responsibility of the individual, parent or guardian.
12. There shall be no mattresses, balls, or float devices (except on children), when there are more than 20 people in the pool.
13. No skateboard or bicycles inside the fenced pool area.
14. Showers are **required** before swimming -- use dressing room showers. (WAC 246-260)
15. Use the pool entrance and exit. Do not climb or jump over the fences.
16. **Keep the pool clean** -- it belongs to you. Pick up all debris and personal belongings before you leave the pool area. Deposit debris in the appropriate receptacle or take it with you.
17. Pool hours*:* **Family Swim** 10:00 a.m. to 9:00 p.m. **Adults only** (over 18) swim 9:00 p.m. - 10:00 p.m.
    Youth Swim, 12 to 18 years, as approved.
18. The pool shall not be used unless two people over 17 years of age are present. It is recommended that at least one be a responsible adult over 18 years of age, for your safety. (WAC 246-260)

19. No swimming in the pool unless wearing a bathing suit. Thongs, transparent or inappropriate swimming apparel, detracting from a family setting, are not allowed. Cut-offs, tops and other wearing apparel with tattered or exposed strings are not allowed, the **strings, when detached, plug the pool drains and filters**.
20. No throwing of any objects, in or around the pool area. The only exceptions are small Nerf type balls and non-threatening objects, and then only if they are pool rated and there are 20 or less people in the pool area. If for any reason anyone objects, or the act or actions of those using said objects get out of control those involved shall withdraw the objects and cease the act or actions. Safety shall come first.
21. Members and guests of members, minor or adult, not abiding by these rules, shall be asked to leave, and shall be denied the use of the pool facility for a period of 4 to 8-hours, or longer if the act or action warrants such action. (WAC 246-260)
22. The lockers are provided for your convenience. However, CTTA is not responsible for any missing or damaged items. Use good judgment and keep your personal belongings and valuables secure. The chairs, tables, lounges, etc. are also provided for your convenience. Let's respect the property of others. Anyone caught damaging or stealing shall be subject to the corrective action outlined in our Bylaws and CRBH rules and regulations.
23. DIVING HEADFIRST INTO THE POOL **IS NOT ALLOWED**. Our pool is not deep enough. This practice, if allowed, could result in a person being paralyzed for life or possibly killed. **Running and Jumping into the pool is not to be allowed, however stepping off the apron into the pool in a normal manner is allowed.**
24. ANYONE VIOLATING THESE RULES AND REGULATIONS ARE SUBJECT TO THE CORRECTIVE ACTION OUTLINED IN OUR BYLAWS AND CRBH RULES AND REGULATIONS.

CHAPTER 9 – RATE SHEET

CONCEPT STATEMENT:

Cowlitz Timber Trails Association is operated as a non-profit private campground. It is permitted for camping and related recreational activities. Upon acquiring a membership(s), members are assigned exclusive use of a lot/site, within the campground, and, where applicable, an on-lot/site electrical power pedestal, rated at 20/30 amps, electricity paid for by the member. Privileges and services are in the Bylaws and CRBH rules and regulations. Additional privileges and services are at the discretion and approval of the Board of Directors, and may incur additional fees. Fines are imposed in relation to violations of CTTA Bylaws and CRBH rules and regulations, as a corrective action to ensure the safety and protection of the individual, as well as to protect the integrity and usefulness of the animals, property and assets. Dues, fees, and assessments are imposed to ensure maintenance, improvements, salaries, etc., and provide funds for enhancements to the effected system(s), and infrastructure. Revenues may be placed in a dedicated account, or trust funds, and used for a service or designated project.

DUES, FEES, ASSESSMENTS/CAPITAL EXPENDITURES AND FINES

1. ELECTRICAL

Membership use fee (as billed in 2024-2025 fiscal year)	$377, per pedestal per year
ALL PEDESTALS ARE ACTIVATED (effective 2020-2021 Fiscal Year)	
BELOW ITEMS BASED ON ACTUAL COST + 10% + HOURLY LABOR RATE:	
New Electrical pedestal installation (15' increments of wire)	
Replace old pedestal with a new 20-30-50 AMP pedestal (15' from main line)	
Relocate electrical pedestal (15' from main line)	
Additional wire/trenching	
Replace pedestal (due to negligence)	
Rebuild pedestal (with one yr. Warranty)	
Replace circuit breakers	
Replace GFI outlet	

Replace 30/50-amp trailer outlet	
Charges may be adjusted to increase or decrease at the time of actual purchase of items/parts	
2. MAINTENANCE -- COMPLIANCE	
CTTA tractor or crawler & operator (member projects)	$85 per hour
Boundary Assessment Fee (after initial lot purchase measure)	$75
Building permit	$60 ea.
Membership Lot Landscaping Clean-up **Disposal fees may apply**	$120 (2-hr minimum, $60+tax/hr after 2-hours)
Lewis County Building Permit Assistance Fee	$250 per packet
3. SALES	
Criminal search only	$20.00
Family sales transfer fee	$250.00
Private sales transfer fee	$500.00
Seller Closing Cost Fee	$200.00
Sale Utility Check (verify water/power – one-year warranty)	$60.00
4. OFFICE	
Late charges (30 days from billing date)	$25.00 ea./mo. $50 ea./mo. After 45-days
Billing Charges (where applicable)	$30 per charge
Quarterly Payment Plan Charge	$30.00 ea./month or quarter
USPS Mail Fee **(versus receiving statements/letters by email or accessing newsletters on website)**	$10/year
Certified letter fee	Current postal rate + $5.00
NFS check charges	$40.00 per check
Membership Forfeiture/Termination Processing Fee **Payable upon entering 60-days noted in SECTION 4.2 – GRIEVANCE, DISCIPLINARY & CORRECTIVE PROCESS AND PROCEDURES, F.**	**$1,000 or 10% of Membership Sale Price, whichever is more, if within 60-day termination period. $2,000 or 20% of Membership Sale Price within 61-90 days. Increasing by 5% every 90-days to a maximum 50%.**
5. OTHERS: DUES | FEES | ASSESSMENTS/CAPITAL EXPENDITURES	
Annual Dues | one 100% lot/site	$1200.00
Annual Dues | two lots/sites as one; 1 @ $1200 and 1 @ $480 (if qualifies for discount – see Bylaws Section 3.2)	$1680.00 (at 140%)
Capital Improvement Plan Fee (24-25)	$197 Per Lot
Gate Key Card | 5 max per member family, individually assigned	$15.00 ea. + tax
ATV/UTV/Golf Cart or Equivalent Registration Fee (annual)	$35.00 per vehicle
ATV/Golf Cart Plates	$20.00 ea. + tax
Guest Overnight Stay | 1 or more persons (08/01/05)	$10.00 per night
Limit of 8 persons per member (guest fee does not apply to immediate family or minors).	$20.00 per night – Holiday Rate
Guest Day Fee Holiday Weekend	$10.00 per night
Temporary member/guest lot/site use	$25.00 per night
Holiday Weekend Guest Lot/Site Use **(4th of July, Memorial Day, Labor Day weekends) 3 nights minimum** (BOD 7/9/20)	$50.00 per night
Group | Facility Use, etc. | Lower Park Uses	TBD by BOD

Lodge rental | Damage deposit (refund if clean and no damage) Non-Inclusive	$500.00 |$1500 Cash Deposit
Kitchen use |Must be thoroughly cleaned/no damage after use**	$500 per event
Lodge for Reserved or Exclusive use w/non-members| Damage deposit **3 Day Exclusive**	$1200|$1500 Cash Deposit $2000
Tree removal requests by member | authorized, done by CTTA	Current market charges
Tree removal & dead limbing requests by member | authorized	Members Responsibility
Gravel |	$60.00/ scoop delivered
Propane[1]	$1.25 over cost
Wood Chips – 1 yard	$40.00 Delivery $30.00 Pick up
Firewood – no delivery available	$125/half cord $225/full cord

6. Fines

The Board of Directors, as the authorized body, charged to manage the affairs and assets of the Cowlitz Timber Trails Association, shall have the right to identify, set, and collect all fines necessary to maintain the safety, continuity, and orderly conduct of its membership. The following are just a few of those fines identified. Other fines, not listed, may be imposed where supported by facts and data to warrant them. All fine notification letters will be sent by certified and regular mail to the member's address on file and the fee for this action will be included. Set fines will automatically be issued and all Block Directors will be notified by email or other form of communication as necessary. (For more information, please see Bylaws, ARTICLE IV, SECTION 4.2 & 4.3). 7/10/21

Traffic Violations (to include, but not limited to: overcapacity ORV/golf cart, underage driving, reckless/unsafe driving, no helmet) Per Item: $250 1st Offense/$500 2nd Offense/$1,000 3rd Offense	$250 1st Offense $500 2nd Offense $1,000 3rd Offense
Excessive exhaust, etc. noise | 100 decibel or more sustained use	$25.00
Failure to Register ATV/Golf Cart/UTV or remove improperly registered vehicle from premises (including street legal vehicles) **Yellow registration tag, CTTA plate, and completion of Risks & Responsibilities REQUIRED**	$100 per item
Failure to complete Release of Liability form for any/all member/family/guest	$250 per violation
Unauthorized (guest) ATV/Golf Cart/UTV Brought into the Park	$100.00 per item
Violation of Trailered ATV/SXS Policy	$500 per violation
Damage to Gate System	$1000.00 + repair costs
Gate Violation	$100 per Offense
Black/Gray Well discovery/discharge	$500.00 ea. Offense
Guest | Violation of overnight charge, stay/no pay	$25.00 ea. Offense
Failure to exit Park for 24 hours every 60-days	$500 ea. Offense
Unauthorized burning/dumping	$100.00 ea. Offense
Pet(s) | Not leashed off the members lot/site	$25.00 after 1st warning
Pet(s) | Howling or constant barking	$25.00 after 1st warning
Littering of campground and trails | discarding debris, cans, paper, etc.	$50.00
Imported waste disposal | debris/waste materials from outside the campground	$500.00
Disorderly conduct and/or drunkenness disorderly conduct	$100.00 ea. Offense
Violation of fire restrictions | as posted	$500.00 ea. Offense
Discharge of firearms & possible discharge from campgrounds	TBD by BOD
Removal of Lot Marker w/o written approval or Damage to lot marker	$50.00
Unresponsive Membership Lot Non-Compliance (ongoing non-compliance concerning personal property)	$25 per day
Parking at the Boat Launch/Riverbed (loading/unloading only permitted)	$250 ea. Offense

UTV/Golf Cart Riding in Restricted Shoreline Areas including Baker's Rock	$250 ea. Offense
Electrical violations	Member pays cost to repair; plus, a fine equal to the cost to repair.
Unauthorized Gravel, Leveling/Grading, and Shoreline Lot Improvements	$1,000 ea. Offense
Reinstatement for suspension	$100.00 ea. Offense
Damage and/or destruction, etc.	$ as determined by the BOD
Membership fire violations	$250.00 1st offense, 2nd doubled
Unauthorized tree removal	$100.00/inch fine plus replant two 4-5 ft. tall native trees, due diligence for care of trees.
Lot Building/Improvements without Compliance Authorization/Permitting	$100 ea. Offense, Lock out until Paid
Use of Unauthorized Building Materials	$500 ea. Offense
Faucet Hook Up Violation	$25.00 ea. Offense
Failure to move forward by 12/31/26 with Shoreline Permitting Paperwork (Preexisting structures that do not have finalized Lewis County permits as required by SCUP)	$500 per Packet $25/Day if it extends beyond 120-Days
Charge may be adjusted to increases or decrease at the time of actual purchase of materials.	
All work order fees and violation fines are to be paid either at the time of occurrence or within 30-days (thirty days) of the billing. If not paid as stated collective action as outlined in the CTTA Bylaws and/or CRBH may be initiated.	

CHAPTER 10 – RECREATIONAL VEHICLE UNITS (RVU) SPECIFICATIONS | RULES & REGULATIONS

A. RVU USE

1. Only one (1) primary RVU is permitted per lot/site. Use of a primary RVU parked year-round on an individual lot/site, for recreational camping and related uses is permitted subject to the use restrictions contained in the Bylaws and this CRBH.
2. An additional RVU is allowed on the membership lot for no more 14 consecutive days and no more than 21 aggregate days per year. A placard shall be issued for the additional RVU indicating permission has been granted to park the RVU on the lot/site and the dates the placard is valid. The Board of Directors, or its authorized agents, may authorize the guest to park their RVU on a courtesy lot/site, available throughout the campgrounds, following the same criteria as set forth above. Members may allow a guest's RVU on their lot/site only when the member is present. No guest shall be allowed to reside on the lot/site when the member is absent. The normal CTTA Bylaws and CRBH rules and regulations for guests apply otherwise.
3. All RVU's (including pick-up campers & tent trailers) capable of generating black/gray water shall have a black/gray water holding tank attached to the RVU. Any exception shall be approved by the Board of Directors or Compliance committee, and recorded in the respective member's file in the CTTA business office. (*An exception will only be considered if the RVU is incapable of generating or storing black/gray water.*)
4. All RVU's shall be maintained in a safe, sound, and usable condition. Inoperable motorized RVU's, or other inoperable motorized vehicles, are prohibited and shall be removed from CTTA property. If not removed within the specified number of days, of a registered mail notification to the member, CTTA shall remove the vehicle(s) and the respective member shall be liable for the cost of removal.
5. RVU's will be road-worthy and operable. This is defined as fully licensed and ready for highway use, on their wheels and jacking system, be attached to the site only by quick disconnect-type utilities and security devices with no permanently attached additions. Examples of this are: tires inflated and in good working order, have all windows, sliding doors and entry doors in place and properly installed and secured, and be licensed or provided a special permit for use on the highways. [EDIT 4/9/22]

The RVU shall also be emergency mobile. Examples of this are: the ability to prepare and connect the RVU to a tow vehicle normally used to tow such RVU and remove the same from the membership lot/site. Preparation to move the RVU shall be accomplished without electrical power and with normal household tools. Mobility of the RVU applies to all membership lots/sites. Any skirting should be of a temporary nature and easily removed. [EDIT 4/9/22]

6. All RVU's in the campground, or brought into the campground by members and their guest(s) shall be in compliance with the standards as specified within the CTTA Bylaws, CRBH rules and regulations and the DOT. RVU's not in compliance shall be removed or asked to leave the campground, until they are in compliance. The Board of Directors or its authorized agents shall inspect all RVU's for appearance and compliance, as needed, requested or required.
7. RVU's allowed in CTTA shall comply with Washington State RVU regulations regarding State highway use. Tip-outs and other RVU innovations are allowed as long as they are an integral part of the RVU designed and constructed by the manufacturer. If a member has remodeled the original RVU it shall be mobile and be in compliance.
8. The outside surface of all RVU shall also be kept clean in appearance. If not kept clean, the member will be notified by person, mail or phone to clean the RVU. If the member does not clean the RVU, or respond to the Board of Directors request, the member shall be asked to remove the RVU from CTTA property within the specified number of days of the notification. If CTTA has the RVU removed it shall be at the expense of the member.
9. RVU's on a lot/site cannot be rented or otherwise commercialized.
10. RVU Pad - Most lots/sites were designed to provide a place for a tent or RVU and room to park a personal vehicle. Some lots/sites only allow this minimum configuration while others may have room for a porch, an RVU cover, storage shed, and additional parking. An RVU pad is a leveled area positioned on the lot/site to accommodate the RVU. The RVU pad can be graded level. Some pads may require retaining walls, or structural extensions to accommodate the RVU. Extensive work, other than grading, for RVU pad development requires a CTTA Permit.

B. RVU SIZE

1. A travel trailer, 5th wheel trailer, or motor home entering CTTA cannot exceed 8 feet 6 inches in width and 45 feet in length as designed/configured for normal highway transportation.
2. Length is measured from ball to bumper or at the longest point when measuring a 5th wheel or motor home.
3. Width is measured at the widest point as configured form normal highway transportation with the measurements rounded to the nearest inch. This measurement does not include slide-outs or tip-outs.
4. All trailers and RVU's that exceed the width and length requirements shall not be permitted in the campground and must be removed from CTTA.
5. Mobile or manufactured homes, as well as double-wides shall not be permitted by members in the CTTA campground under any circumstances.

C. RVU TIP-OUTS/SLIDE-OUTS

Tip-outs/slide-outs are permitted provided they meet the following criteria:

1. The combination of RVU and slide-out/tip-out cannot exceed 480 square feet (external dimensions).
2. Tip-outs/slide-outs shall be factory built and Department of Labor and Industries approved.
3. Bolt-on, that jeopardizes the structural integrity of the RV, shall not be permitted on any RVU within CTTA. Prior to any modification contact the Compliance Committee.

D. RVU MODIFICATIONS/ALTERATION

1. All RVU's within CTTA shall have the factory tongue, bumpers (where applicable), and wheels attached.
2. RVUs shall not be altered or modified in any way that would affect fire safety, heating, or the RVU's electrical system.

3. According to WAC 296-15OR-1000 et seq., any alteration or modification of the areas listed in subparagraph 2 above would void the RVU insignia affixed to the structure and could be cause for confiscation by the State Department of Licensing.
4. No RVU is to be altered or modified, while on CTTA property, if the structural integrity is compromised, or violation the State law regulating RVU alterations or modifications. Any RVU found to be in violation shall not be sold, while on CTTA property, until the violations have been corrected and approved by CTTA and/or the Department of Licensing.
5. **Pick-up Campers** not mounted on a truck are **discouraged** for the following reasons, (a). They are not mobile; therefore, difficult to move in an emergency, (b). They typically do not have gray/black water holding tanks as an integral part of their construction. (c). their stability is questionable without the support of a truck bed to support them while being occupied, therefore the safety of those who use them, when detached from a truck, is questionable (per Manufactures Manual i.e., safety and hazardous use). And (d). Ascetically, when left on the ground, they detract from the campground setting CTTA is trying to maintain.

E. RVU LICENSING AND REGISTRATION

1. All RVU's, while on CTTA property, shall maintain proper titles and seals of certification, where applicable.
2. All RVU's, while on CTTA property shall be fully licensed or have a special permit available at any time for use on roadways. [EDIT 4/9/22]

CHAPTER 11 – LOT/SITE RULES AND REGULATIONS

A. USE

1. If a member wishes to use a lot/site **more than** 60 days to the maximum 180 days in a calendar year, a County approved lot/site holding tank is required.
2. A member can use a single lot/site, after complying with item #1 above, up to an aggregate of 180-days per calendar year. Those who own more than one membership lot(s) may use their lots/sites up to 270 aggregate days per calendar year providing no one lot/site is used more than 180 aggregate days per calendar year. All days used over 180 days must be on an alternate/another lot/site.
3. Lots/sites will comply with CTTA Bylaws, CRBH rules, regulations, policies, and governmental ordinances applicable to CTTA.
4. Each lot/site will be marked with a block and lot/site number of a CTTA design.
5. Lots/sites will not be rented or otherwise commercialized.
6. All pets will be kept on a handheld leash when off the member's lot/site, or otherwise is to be confined to the member's lot/site. Horses and other livestock are prohibited within the CTTA campground. No domestic animals will be let loose on CTTA property. In no case should members' or member's guest's pets become an annoyance to their neighbors or the membership. In such cases where the pet(s) become an annoyance, based on facts and data, the respective pet will be restricted from CTTA.
7. Hot tubs, dishwashers, garbage disposals and washing machines are prohibited, unless an integral part of an RVU. **All household appliances** (especially refrigerators) must be concealed from public view, plus locked and secured if accessible to children. Locks can consist of hasps, padlocks, chains/cables, and padlocks. Only refrigerators are permitted outside, but these must be concealed from view.
8. Poured asphalt and concrete are generally prohibited in any construction on a lot/site, except in the construction of an approved fireplace/barbecue, fire pit or in such cases as recommended or dictated by Lewis County zoning or building code regulations. The Board of Directors or its authorized agent will review all exceptions for approval (before construction).

9. There is a fundamental difference between the buildings, structures and infrastructure allowed by CTTA for the membership and the Association. While the membership is regulated by the rules and regulations regarding buildings, structures and infrastructure found in the CRBH, the Association (Board of Directors) is allowed to construct such buildings, structures, and infrastructure it believes is in the best interest of the Association and its membership. Which may differ; i.e., blacktop, chain link fences, metal sheds, lighting, etc., from the membership.
10. The Board of Directors, employees or its authorized agents have the authority to move a member's personal property without liability in the event of a catastrophe or emergency. However, neither the Board of Directors, employees, or its authorized agents, nor CTTA will have the duty or responsibility to do so.
11. In the case of potentially unsafe conditions brought to the attention of CTTA, such as RVU covers, structures, or other conditions that may be dangerous to others, CTTA, who has no obligation or duty to, will notify the member who will be given an opportunity to correct the problem, provided it is not immediately life or limb threatening. If the problem is not corrected within the allotted time, CTTA will correct the unsafe condition at the member's expense. In most cases, the member will be issued a *NO OCCUPANCY or a RESTRICTED USE* notice ("CTTA HEALTH/SAFETY & COMPLIANCE NOTICE") until the unsafe condition is corrected.
12. CTTA receptacles are for kitchen and household type garbage. Members are responsible for the disposal of their own garbage by taking it home or depositing it in a receptacle provided by CTTA. Dumping debris and garbage brought into CTTA is prohibited.
13. Members should check their lot/site prior to leaving to make sure that all heaters and other electrical and gas appliances have been turned off and any potential physical and health hazards are eliminated. If CTTA determines that an appliance has been left unattended and is a potential hazard, CTTA will turn off the power to that lot/site and notify the member of the action taken**.**
14. Lot/site entrance may have a light small bright colored rope "suggested breakaway rope" no more than two and a half feet off the ground at lot entrances from the road.
15. A member occupying multiple contiguous lots/sites may develop them into one lot/site, providing the lot/site boundary for each lot/site is maintained and restored when selling or transferring the membership(s).
16. All propane tanks will have current certifications. D.O.T. requires re-certification of all propane tanks that are more than 12 years old before the tanks can be refilled. Large propane tanks more than 120 gallons will be installed in accordance with fire and safety regulations at 10 feet or greater from the nearest RVU or structure. Propane tanks should be painted a light color to prevent gas expansion caused by absorbed heat. Colors such as white, ivory, and silver are recommended. Ventilated enclosures or landscaping around large tanks is recommended. Propane tanks located in driveways or other areas where vehicular traffic might result in contact with the tank will have approved barriers installed, such as posts imbedded in the ground, to protect the tank.
17. Members are responsible for all repairs and maintenance necessary to keep their lot/site in a safe and habitable condition. Members are responsible for the cost of repair and maintenance.
18. The campground is declared to be a community free from solicitation or other commercial advertising. No signs, other than CTTA signs, will be permitted in any common area or lot/site. Private signs are not permitted within the campground, or on the roadside adjacent to the campground. A member may-advertise his/her membership for sale within the campground by a notice on the lodge and/or lower campground bulletin boards and/or in the CTTA Newsletter. If advertised publicly, the member will show the lot/site by appointment only and personally escort the interested party through the gate and the campground, unless prior arrangements have been made and approved by the Board of Directors or their authorized agent(s).
19. Brown, green, gray, and off-white tarps and covers are permitted. Blue tarps may be used, **temporarily**, in an **extreme emergency** such as a damaged RVU, broken window, damaged structure, etc. then removed.
20. All members and guests are obligated to respect the privacy of others and avoid unnecessary trespassing on any lot/site not assigned or occupied by them. Disrespect and unnecessary trespassing will be grounds for fines and/or other disciplinary action.

B. DEVELOPMENTS AND IMPROVEMENTS

Each membership assigned lot/site is restricted to the following structures/improvements. Please see Chapter 14 – Structures for specific structure requirements and restrictions.

If the membership lot/site is regulated by the Shoreline Conditional Use Permit (SCUP), please reference the Shoreline Conditional Use Permit Conditions/Requirements section of the CRBH for added square footage restrictions.

1. One (1) RVU year-round.
1. One (1) storage shed.
2. One (1) tool shed.
3. One (1) deck (or a combination of decks).
4. One (1) gazebo or firepit cover.
5. One (1) sunroom.
6. One (1) pole shelter.
7. One (1) RVU roof.
8. One (1) tent platform
9. One (1) Impervious Patio.
10. One (1) Fire Pit.
11. One (1) constructed firewood cover.
12. One (1) boat, ATV/motorbike, bike, personal property, portable prefab cover with an approved footing (referred to as a Costco Cover).
13. One (1) entry porch.
14. One (1) ADA Ramp, entry porch.
15. Retaining wall(s).
16. Stairs.
17. Fences.
18. Access to public water stanchion (private available at member expense).
19. One (1) electrical pedestal.
20. One (1) Lewis County approved commercial black/ gray water lot/site holding tank.

C. LOT APPEARANCE – All lots/sites are to be kept clean of tall grass, weeds, and unsightly material so that the lot/site will not be an eyesore, and/or a fire or health hazard. All camping, recreational, and associated items and equipment will be concealed and/or stowed in a neat and orderly manner when not in use or when the member leaves the campground. CTTA is a recreational campground and NOT a storage facility. Members in violation of this rule will be notified by email (mail if there is not an email address on file) and **allowed 30-days to clean-up the lot/site.** If the member does not respond, said member may be suspended and/or fined and the lot/site will be cleaned-up at the member's expense. CTTA is not a recreational campground and NOT a storage facility.

D. STRUCTURE CONDITION - All structures shall be maintained in a safe, sound and usable condition. Structures that present an unsafe or unusable condition shall be issued a "CTTA HEALTH/SAFETY & COMPLIANCE NOTICE" notice and shall be repaired or removed. In order for the unsafe condition to be properly corrected, the member shall make repairs in compliance with IBC standards, and/or the rules and regulations set forth in the CTTA Bylaws and CRB Handbook. CTTA building permits are required for any construction repairs on structures determined by the Board of Directors, or its authorized agents, to be unsafe. The building permit procedures are the same for repairing an unsafe structure as they are for new construction. CTTA reserves the right to require Lewis County building permits. Once the construction is complete, the final inspection shall be conducted by CTTA and where applicable, Lewis County, before a "CTTA HEALTH/SAFETY & COMPLIANCE NOTICE" or Lewis County "RED TAG" status shall be removed.

E. BOUNDARIES - Lots/sites are not considered legal plots of land and therefore, boundaries are not established as such. Members purchase memberships, which give the purchaser the right to develop an area, rather than purchase the actual property the area is on. Most lots/sites have been developed in such a way that the general use area of each lot/site can be determined visually. All maps provided are to be used as "guidelines" to illustrate the general area of any given lot/site. The maps are not to be used to determine exact boundary positions. Upon request, CTTA will visually determine the approximate area of a lot/site for a member and will mark the boundaries for the purpose of establishing the general boundaries. The boundaries of any particular area should not become an issue unless the member is considering a permanent alteration to that particular area such as construction or if the member feels he/she is being encroached upon by a neighboring member. **Lot/sites must be clearly staked by a CTTA authorized agent before any sale or transfer of membership can take place.** If you have a question as to the boundaries of your lot/site refer those questions to your Block Director.

F. ALTERATIONS - In the event a member desires to build a structure, excavate a portion of his/her assigned lot/site, gravel over a natural area, or make any major alteration (over $500) that would permanently change the area, the member shall submit a request to the Board of Directors or its authorized agent. The Board of Directors or its authorized agent shall consider the request, visually inspect the area to be used, and make a determination. If the Board of Directors or its authorized agent feels the request does not affect a neighboring member or CTTA common area, the request will be approved, provided it is in compliance with the rules set forth by this handbook. If the Board of Directors or its authorized agent feels the request could impose upon a neighboring member(s), the member requesting the permit must acquire, in writing, consent from the affected neighbor(s), indicating that he/she concurs with the alteration to that area. It is the responsibility of the member requesting the permit to acquire the written concurrence and submit it to the Board of Directors or its authorized agent.

G. NATURAL AREA - There may be occasions where neighboring members may desire to remove the natural area that separates their assigned lots/sites. A reason to remove the natural area, for example, would be for lot/site development or to create a larger parking area. In the event this is requested both members shall concur if the natural area is to be removed. This concurrence shall be in writing and submitted to the Board of Directors or its authorized agent. The request shall be placed in each member's permanent file.

H. DISPUTES - In the event there is a dispute between members regarding area usage or alterations, the Block Director or an authorized agent of the Board of Directors shall attempt to resolve the dispute. In the event that the Block Director or an authorized agent of the Board of Directors is unable to resolve the dispute, or a member does not agree with a decision made by a Block Director or an authorized agent of the Board of Directors regarding a request to alter his/her assigned lot/site, or if the member's request for concurrence of a neighbor was declined by the neighbor, the member may take the dispute to the Board of Directors. The decision made by the Board of Directors shall be final. The member may appeal the decision to the general membership using the grievance policy.

I. LOT/SITE INSPECTION CHECKLIST [EDIT 4/16/22]

The CTTA Bylaws and CRBH outline standards and regulations related to maintaining a membership lot(s) in compliance with clean/good appearance, free of eyesores, fire, or health/safety concerns. Items considered violations include, but are not limited to the following:

1. Old unused building materials, motors, batteries, barrels, buckets, trash, ropes, chains, wires, straps, etc., scattered over the lot/site, decaying items, items kept piled-up/not out of site, etc.
2. Tires, which do not serve any purpose.
3. Unkept tall grass, weeds, and general lot maintenance concerns.
4. Outside lighting left on continuously, which is not energy efficient and/or serve any purpose.
5. More than one RVU per lot/site. Registered guest RVU is permitted as outlined in Chapter 10.
6. A visible clearance or breezeway not maintained between the RV & sunroom/gazebo or structure.
7. RVU's that are run down, deteriorating, not road worthy, unlicensable, uninhabitable, or need to be cleaned/washed.
8. Motor vehicles with expired tabs or inoperable.
9. Fences falling over, sagging, decaying, gates that do not match material list on building permit. Wire fence materials used on or around an array of items.

10. Exposed electrical cords/wiring. Outdoor rated for outdoor use, indoor rated for indoor use.
11. Decaying structures, decks or platforms, which are/or becoming unsafe/hazardous.
12. Chimneys/stove pipes through structures without protection shields and pipes without double wall construction. Insufficient fire zone(s) between pipe and combustibles.
13. Fire pits must maintain a clearance of 15' from limbs above the pit and the ground beneath must be free of any combustible matter. A fire brick base is required. All limbs and other obstacles will be a minimum 6' radius from the outer wall.
14. Black/Gray water wells.
15. Continuous, gray/black water hoses hooked up to approved commercial portable RVU sewage receptacle (tote), hoses left lying around, any suspicious gray/black water condition. Gray/black water totes are only to be hooked-up and used to empty the RV unit Otherwise, they should be stowed out of sight.
16. Unauthorized advertising signs.
17. Free-standing unprotected propane tanks, which a motor vehicle could hit and rupture. Decaying propane tanks that require disposal.
18. Lots/sites with more than the allowable structures, fire pit, shed, gazebo, tent platform, etc.
19. Blue tarps.
20. Unconcealed/unenclosed appliances.
21. Unauthorized poured asphalt or concrete slabs.
22. Unauthorized petroleum containers or containers not stored out of sight in a safe and secure place.
23. Unauthorized ORV units that do not have an affixed membership lot/block plate and yellow registration tag with number.
24. Removed/missing CTTA lot/block marker.
25. Removed/missing lot boundary rebar post in each corner of the lot/site.
26. Holding tank alarm system with a dead battery, requires pumping, and/or cracked/unsound lid.

Failure to address these items is cause for action by the Board of Directors and/or authorized agent during compliance inspections and review.

J. LOT/SITE INSPECTION

1. The primary responsibility for an assigned membership lot/site compliance lies with the assigned lot/site member.
2. The responsible Block Director/ Representative shall assist the assigned lot/site member with his/her lot/site compliance, and periodically inspect the lot/site, independent of and/or with the responsible assigned lot/site member.
3. The Respective Block Director shall no later than April 30th each year, conduct an annual inspection of each site on their respective Block for compliance and take the necessary action to correct any and all violations.

CHAPTER 12 – PERMITS

A. DEVELOPMENT PERMITS

There are several levels of permits required for lot/site development. The level of permits required depends upon the extent of the work requested. Refer to the specific topic in this handbook or contact CTTA Business Office for further information.

a. **CTTA Permits** are valid for 180 days from the date of issue and come in various forms. CTTA permits are required for development (excavating), tree cutting, removal of natural area, and **all construction**. Members may obtain a permit application from the CTTA Business Office. The application for the permit shall indicate the required documentation to be included in the lot/site improvement packet before approval of the permit shall be granted. When the request for a CTTA permit is approved, an Orange Card for improvements and/or a Green Card for trees shall be issued to the member. If a County or State Permit is required for that particular development, an inspection checklist will be issued. However, the Orange or Green Card shall not be issued until verification of the additional permit has been obtained. **At no time shall any development or tree cutting be done without the issuance of the Orange or Green Card.** Orange and Green Cards shall be posted in plain view prior to and until completion of the authorized development. CTTA permits shall be extended at no additional cost by requesting the extension at the CTTA Business Office.

b. **LEWIS COUNTY PERMITS -** In addition to CTTA approval; most construction requires a Lewis County permit. All lot/site development plans shall first be submitted through CTTA. If the development request is approved through CTTA, and a Lewis County Permit is required, the application will be stamped by CTTA indicating LEWIS COUNTY PERMIT REQUIRED. **A copy of the Lewis County Permit handout is available at the CTTA business office.**

c. **REQUIRED PERMITS** - CTTA reserves the right to require a Lewis County permit for any construction. The member shall take the packet to the Lewis County building division for issuance of a Lewis County permit. Once the County permit has been obtained, the member shall return the packet to the CTTA business office. CTTA business office shall make a copy of the packet for the member file and a working copy for the member to retain. **The member shall, at that time, be issued the Orange Card for display.** The original permit and plans shall be maintained by the CTTA business office and placed in a file system.

d. **INSPECTION PERMITS PROCESS** - When a Lewis County Building Inspector arrives for a lot/site inspection, he shall indicate which lots/sites are to be inspected. CTTA business office shall pull the original permit and plans from the files and an authorized agent of the Board of Directors will accompany the inspector to the lot/site to be inspected. Once the inspector has completed an inspection and initialed the permit, the permit and plans shall be returned to the file at the business office until the final inspection has been completed. Once the final inspection has been completed, the Lewis County building inspector shall keep the original permit and the original plans shall be placed in the member file. The member may keep the original plans, after the final inspection, upon request. It is the responsibility of the member to arrange for all inspections by Lewis County. Phone numbers and points of contact are listed on the County permit.

e. **STATE OR OTHER PERMITS -** In addition to the above, other permits may be required. The member is responsible for obtaining any needed permits. The member is responsible for providing a copy to CTTA.

f. WHO CAN DO IMPROVEMENTS?

   MEMBERS - Any work with required approvals and permits except connecting lot/site electrical and water to the main system or RVU to permanent holding tanks.

   CTTA - CTTA is solely responsible for the installation of water and electrical to all lots/sites and overseeing the lot/site holding tank installation and hookups. The electrical pedestal boxes at each lot/site are the property of CTTA and are not to be altered in any way by the member. CTTA may also contract other work. All work performed at a member's lot/site by CTTA will be billed to the member, unless the work done was the responsibility of CTTA.

g. **INDEPENDENT CONTRACTORS** - Any work (with required approvals and permits) except connecting lot/site water and electrical to the main system may be performed by a contractor hired by a member. The member pays all CTTA fees. All contractors working for members shall comply with this CRB Handbook, all related policies, and all County and State code requirements.

h. LICENSING AND INSURANCE REQUIREMENTS FOR CONTRACTORS

1. Members of CTTA, who have contractors doing or intending to do business within the campground, shall furnish to the CTTA business office, or confirm that CTTA business office has on file, for said contractors the following:
   A. A current copy of the contractor's Washington State License and proof of bonding and insurance as required by the State of Washington, including proof of Labor & Industries insurance (worker compensation) for all employees who will work within the confines of the campground.
   B. A Certificate of Insurance in an amount not less than one million ($1,000,000) dollars comprehensive general liability coverage naming CTTA as an additional insured.
   C. Names of all employees, working on CTTA property, under the supervision of the contractor. Contractors shall be required to notify the office upon the dismissal of any employee or for any new employee, who has or is working on CTTA property.
   D. Proof of current valid driver's license and minimum liability insurance coverage as required by that State issuing said license for contractors and each employee who may be driving on CTTA property.
2. Contractors are to be accompanied by the member, or the contractor is required to report to the CTTA business office each day the lot/site or location they will be working at and the names of each employee on the job for that day.
3. Members or their contractors are responsible for all deliveries of material. Contractors are responsible for maintaining contact with the front gate or having an escort person standing by. CTTA will not open the gate for deliveries to private contractors without prior authorization.
4. CTTA will not admit the contractor to the premises unless **ALL** the above requirements have been met. CTTA members hiring contractors are responsible for said contractor and contractor's employees who must comply with **ALL** rules and regulations of CTTA as they pertain to their activities within CTTA.
5. In the event a contractor or service/repair person or their employees violate any rule of CTTA, cause damage, or CTTA receives complaints from members, the contractor shall be prohibited access to CTTA and shall be ordered to cease all work and the member who has employed said contractor may be assessed a financial penalty under the provisions of Chapter 9 of this CRBH.
6. The CTTA individual member **WILL BE HELD LIABLE TO CTTA** for all damage by any contractor or service/repair person(s) or company in their employ whether or not CTTA has received the required licenses and insurance information as outlined in this handbook.
7. CTTA does not undertake to investigate, qualify or otherwise approve any contractor or service/repair person or company who wishes to conduct business with CTTA members. It is the responsibility of each CTTA member to determine whether a given contractor or services/repair person or company is qualified or capable of undertaking and completing the task to be performed and is financially responsible.

i. GENERAL CONTRACTORS - Typical contracting operations are, but are not limited to:

1. General construction including, but not limited to excavation, electrical, roofing, drywall, painting and carpentry.
2. Tree trimming and falling (must meet the State of Washington requirements for logging).

j. SERVICE AND REPAIR CONTRACTORS

1. Some businesses are defined by the State of Washington as service and repair operations and as such are not required to be licensed as contractors. CTTA members who have service and repair businesses doing or intending to do business within the campground, must furnish to CTTA management the following:
   A. Proof that they are appropriately licensed by the State of Washington to do business within the State and Lewis County.
   B. Proof of a valid driver's license and minimum liability insurance coverage as required by the State issuing said license for services person and employees who may be driving on CTTA property.
2. Service contractors are required to notify the CTTA business office each day of the lot/site or location they will be working and notify them again upon departure.

3. CTTA will not admit a service or repair person(s) or their employees unless the respective member is in the campground to meet and escort the repair person(s) to his/her lot/site. Members are responsible for the service or repair business and its employees, who must comply with all rules and regulations of CTTA as they pertain to their activities within CTTA. **Typical service businesses are:**

   A. TV repair and service repair of propane appliances, minor trade services, CB radio repair, light, electrical, plumbing repair, etc.

K. ORANGE APPROVAL CARD

1. Before any member or outside contractor can begin any construction or alteration work on an individual member's lot/site or project and before receiving an Orange Approval Card, the following conditions must happen:
   A. All above requirements shall be met and on file at CTTA business office.
   B. Lewis County permit must be purchased if required.
   C. Orange Card must be returned to the CTTA business office upon project completion for a final Compliance inspection.

L. MEMBERS' RESPONSIBILITY

1. Individual members who hire contractors shall be held responsible for the actions of the contractors and their employees. No contractor or contractor's employees are entitled to use CTTA property or recreational facilities for other than approved work. Contractors are permitted within the Park during the hours of 9 am - 9 pm. Be advised, it is the member's responsibility to let the contractor through the gate, if the contractor arrives outside of office business hours.
2. Approval of CTTA's Board of Directors or its authorized agents and Lewis County/CTTA building permits (where applicable) are required before any development or construction begins, as set forth in this handbook.

CHAPTER 13 – BUILDING AND CONSTRUCTION

A. GENERAL

1. An electrical locate is required prior to any/all upgrades to a membership lot(s) which require excavation or digging. An electrical locate will be completed as a part of the Building Permit Application process., If there is a delay in installation or completion of the work and the spray paint markings wash away, it is the member's responsibility to contact the office and submit a work order for completion. If there is any damage to electrical wiring or the Park's electrical system without completing these steps, the member is responsible for any/all repair costs along with the electrical violation fine outlined in the Rate Sheet of the CRBH. When in doubt, request a locate!
2. A structure cannot be attached or permanently affixed in any way to an RVU and must be separated by a visible clearance or breezeway (1/8/05). The entrance to a sunroom **cannot** be through an RVU. Likewise, an RVU **will not** be entered through a sunroom and/or exited the same way. If the sunroom is thirty-six (36") inches **or more** from the RVU, a door and/or window on the wall facing the RVU are allowed. The sunroom shall be separated with a clear breezeway between the sunroom and the RVU so that the RVU can be freely and easily moved on and off the membership lot/site.
3. All other lot/site improvements or construction, of any consequence, not covered in the CTTA Bylaws and/or CRBH rules and regulations, will be reviewed by the Board of Directors, the compliance department, and/or its authorized agents, before implementation.
4. Compliance will review the submitted Building Permit Application. All supporting documentation must be attached to include structural plans and a material list. A site map must be attached showing the location of the proposed structure or improvement along with a checklist completed by the member noting square footage, measurements, color, materials, etc. The Building Permit Application/project will be reviewed for egress to structures and utilities.

5. When building any structure, ground contact pressure treated wood shall be used any place the wood is either in contact with the ground, or comes to within 4 inches of the ground. Adding a structure, or adding to an existing structure, on a lot/site requires submission of a lot/site development application to CTTA for review and approval prior to the start of construction. At a minimum, CTTA approval is required. In addition, a Lewis County permit may also be required. The requirement of a Lewis County Permit usually is determined by the size and cost of materials needed to build the structure, based on fair market value at the time of the application.
6. When building ANY structure, fence, sunroom, or any other structure approved by CTTA it must be constructed a minimum of 5 feet from the boundary of any CTTA Roadway. Additionally, the structure shall not be an impediment for RV removal of adjacent or surrounding member lots. Mitigations can be considered if the 5-foot setback from the roadway is still an impediment such as removal and or hinged fence. This buffer zone is to maintain safe and functional travel for all in the park as well as to provide adequate travel space for emergency vehicles.

B. DEVELOPMENT APPLICATION

1. Members will obtain the lot/site development application from the CTTA business office.
2. The application describes the type of improvements requested, the required documents needed to accompany the application, and the person or contractor to perform the work.
3. The form has a responsibility statement and a signature block for the member. The remaining portion of the application is for Official Use Only.
4. After review of the proposed lot improvement by Compliance, it is the member's responsibility to obtain a Lewis County Building Permit, if noted as a requirement by Compliance. It is also the member's responsibility to post the permit, schedule any Lewis County inspections, and provide a copy of the finalized and signed-off paperwork to the CTTA business office upon final inspection by Lewis County.

C. REVIEW

1. CTTA Compliance or an authorized agent of CTTA will review each lot/site improvement packet to ensure all required documents are included and the request is in compliance with this handbook.
2. If there is a problem with the packet or the work to be done, the packet will be returned to the member with an explanation by compliance as to why. Once the packet has been corrected, the member can resubmit the packet for approval.
3. Upon approval by CTTA, a copy of the packet shall be returned to the member with instructions to obtain a Lewis County permit, where applicable, or will be issued an Orange Card (for a fee outlined in the Fee Schedule) to display prior to construction if no additional permits/or documents are required.
4. The original development packet will be placed on file and a copy given back to the member.

CHAPTER 14 – STRUCTURES

ADA RAMPS

1. Material and foundation layout will follow IBC standards.
2. Railings are to be in compliance with IBC standards.
3. Height, length, width, landings will follow IBC standards.
4. Color will be natural, off white(s), brown(s), gray/silvers(s), or green(s).
5. Permits and authorization are needed before construction begins.
6. **Lewis County Permit Required**~~.~~

ANTENNAS AND SATELLITE DISHES

1. CB, TV, Mobile Ham radio, AM/FM radio antennas are permitted.
2. Satellite dishes over 36" in diameter are not permitted.
3. Antennas and satellite dishes are not allowed in trees, if it puts the life of the tree at risk.
4. All antenna and satellite dishes shall be mounted within the area of the member's site.

BOAT COVERS AND CANOPIES

1. Covers are prefab metal kits/material.
2. Lewis County permit required for any boat cover or canopy over 120-SF.
3. Covers must be properly anchored.
4. Covers can be used for boat, ATVs, bikes, wood, recreational equipment, etc.
5. Colors will be natural, off white(s), brown(s), gray/silver(s), or green(s).
6. Permits and authorization are needed before construction begins, to include footings and anchors.

COSTCO COVERS AND SOFT COVER CANOPIES

1. These are defined as soft tarp tent covers with a roof and/or tarp walls with aluminum legs and anchors.
2. Structure size cannot exceed 200-SF.
3. Cover can be used for boat, ATV, bikes, wood, recreational equipment, etc.
4. Covers must be maintained without rips/tears and free from mold, algae, leaves, tree debris, etc.
5. Lewis County permit required for any Costco cover or canopy over 120-SF.
6. Covers must be properly anchored.
7. Permits and authorization are needed before installation construction begins, to include the footings and anchors.
8. Colors will be natural, off white(s), brown(s), gray/silver(s), or green(s).
9. Portable pop-up canopies with aluminum frames are NOT defined as Costco covers or soft cover canopies and require stowing-away after each use.

DECKS

1. **Lewis County permit required for any deck over 120-SF.**
2. **Decks must be designed/built as outlined in the Deck Design Worksheet provided by Lewis County Building Department.**
3. A maximum of 480 total square feet of deck(s), tent deck and/or entry porch (not including sunrooms or walkways) is permitted.
4. All decks and/or porches that exceed 30-inches in height above ground are required to have railings.
5. All handrails/guardrails will have a minimum height of 36-inches and will be designed so a 4" sphere cannot pass through at any point.
6. All railings will be able to withstand a force of 50-pounds per square foot, as per the IBC. Wire fencing is not an approved railing material.
7. Footings that do not require engineering will meet IBC standards.
8. CTTA permit required. Engineering is required when deemed necessary based on the lot/site location, land slope, height, and/or material cost, etc.

DORMERS | A dormer is associated with a RVU cover and is defined as a gable with a window set in vertical framing which projects from a sloping roof. | Dormers are allowed with the following guidelines.

1. No more than two dormers will be built on the RVU Cover.
2. The roof of each dormer will have a minimum 3-12 pitch as required for the RVU cover.
3. The height of the dormer will not extend past the drip-line or height of the RVU Cover.
4. Permits and authorization are needed before construction begins.

ENTRY PORCH | with or without roof

1. Not to exceed 128 square feet. Lewis County permit required over 120-SF.
2. Foundation and material layout to be in accordance with applicable IBC standard.
3. Hand rails if the porch is over 30" from ground level.
4. Roof can be of shake/shingle, asphalt roofing, metal, fiberglass, or aluminum, not to exceed 16' in height, at the peak, and overhang not to exceed 24" for drip line.
5. Color shall be natural, off white(s), brown(s), gray/silvers(s), or green(s).
6. If an entry porch is attached to a structure the footage will be included to determine if the structure exceeds the 120 sq. ft. which will require a Lewis County permit.
7. Permits and authorization are needed before construction begins.

FENCES / GATES – CTTA PERMIT REQUIRED

1. Fences – Fence height may not exceed (4') four feet. Fence posts may be set in concrete, up to 12" inches in depth and 8" inches in diameter. All materials to be used must be included in the permit request. Fences constructed prior to May 1999 are exempt for the height until destroyed or disassembled at which point all new fences constructed shall comply with these requirements. **No bare t-posts are permitted/authorized.**

   A. Allowed fencing materials – natural shades (example, green, brown, tan, gray, black):

   Post and Rail / Post and Rope
   Stone
   Picket / Slat / Bamboo / Lattice
   Hog Wire / w/posts (between 6 – 15 gauge and mesh 2" – 4")
   Wrought Iron
   Black Coated Chain Link (between 8 – 12 gauge)
   Corrugated Metal (Framed in wood fence posts. Galvanized metal finish)

Permits and authorization are needed before construction begins. All fencing materials must be listed on the building permits. **No bare t-posts are permitted/authorized.**

2. Gates – Due to the nature and operation of gates the authorized materials differ from fencing material. All gates to be installed need to be included in the building permit with the following information.
   a. Measurements of the height, width, and length
   b. Single or double gate
   c. Materials to be used – Examples of allowed materials – Black Coated Chain Link, Hog Wire and Post, Wood, tube gate (these are examples, all materials must be approved)

   ALL FENCING AND GATES MUST BE PERMITTED AND APPROVED PRIOR TO ANY WORK/CONSTRUCTION.

FIRE PITS

1. The firepit will be no greater than 3-feet in diameter and have a ring constructed of metal, stone, or brick 8-inches above surface with a 2-foot-wide area cleared down to exposed soil surrounding the outside of the pit.
2. All fire pits will comply with current county codes/ordinances for maintenance of clear zones. The campfire will have an area at least 10-feet around it cleared of all flammable material and at least 20-feet of clearance from overhead flammable materials or fuels (fire retardant covers or sides required). Permits and authorization are needed before construction begins.

GAZEBOS

1. Foundation and material layout to be in accordance with applicable IBC standard.
2. Lewis County permit is required for structures over 120-SF, not to exceed 200 sq. ft of floor area (changed 6/6/20).
3. Walls not to exceed 8' in height.
4. Roof can be of a pitch, barn or of shed design, shake/shingle, asphalt roofing, metal/ aluminum, fiberglass, not to exceed 12ft. in height from the ground to the peak, overhang not to exceed **24**" for drip line.
5. Gazebos can be constructed with permanent windows. The gazebo openings (approximately 44" high) may be covered with removable screen, plastic, glass, tarps and/or blinds, to protect from wind, insect, and/or weather while in use.
6. Door may be of a barn or standard design, opening or sliding.
7. With or without electricity. Wire and outlets must comply with UL code. **Washington L&I Electrical Permit Required.**
8. A freestanding wood stove may be installed. However, it must be installed with heat/fire protection on the floor and walls, under and around the stove and the pipe must be installed according to code through the roof. **Lewis County Permit Required.**
9. Color can be natural, off white(s), brown(s), gray/silvers(s), or green(s)
10. Permits and authorization are needed before construction begins.

HANDRAILS/GUARDRAILS

1. All handrails/guardrails will have a minimum height of 36-inches and will be designed so a 4" sphere cannot pass through at any point.
2. Handrails are required on stairways with 4 or more risers. Handrails will be located 34"-38" above the nose of the tread and not have open ends.
3. Handrails at steps will have a graspable surface with a minimum of 1 and 1/4 inches and a maximum of 2 inches in width and in compliance with IBC and/or Lewis County requirements.
4. Guardrails for walking surfaces more than 30" above grade will be not less than 36" in height.
5. Handrails must be designed/built as outlined in the Deck Design Worksheet provided by Lewis County Building Department.

IMPERVIOUS PATIOS | Solid, moisture resistant, unable to pass through

1. Not to exceed 144' square feet of surface space. (Stone, brick, concrete block, etc.) and constructed on the ground.
2. Color must be natural, off white(s), brown(s), gray/silvers(s), or green(s)
3. Permits and authorization are needed before construction begins.

PATHWAYS

1. Paths shall not exceed 4' in width and are approved by CTTA for the general use of the membership and their guests to move between lot/sites or other areas in the campgrounds.

RECREATIONAL VEHICLE UNIT (RVU) COVERS Length may be up to 50'(updated 9/8/18).

1. Width may be up to 26' plus a 2' over hang on each end for drip line, making the width a maximum of 30'.
2. Height is not to exceed 16' from the ground to the peak. The ground plane is that point where the RVU wheels touch the ground.
3. Roof can be of shake/shingle, asphalt roofing, metal/aluminum or fiberglass. Minimum roof pitch is 3:12. Roof of temporary RVU covers can be canvas.
4. RVU covers must be constructed in a way as not to trap the RV with compliance to CRBH chapter 10 section A-5.
5. Portable RV Covers must be of metal frame construction and top to be made of metal, fiberglass or canvas/plastic material. All other applicable apply.
6. Footings and material layout to be in accordance with applicable IBC standard.
7. Color must be natural, off white(s), brown(s), gray/silvers(s), or green(s).
8. **Lewis County Permit required for permanent RVU Covers.**
9. CTTA Permit and authorization is needed before construction begins.

POLE SHELTER | in place of a gazebo

A Pole shelter is permitted in place of a gazebo, if it is not enclosed and does not exceed 200-sq. ft. of floor area & 12ft. high (changed 6/6/20).

1. The structure must be built to IBC standards.
2. **Lewis County Permit Required if over 120 Sq. Ft of floor area.**
3. Permits and authorization are needed before construction begins.

RETAINING WALLS/CRIBBING WALLS

A **Retaining wall** is defined as a wall that is erected with fill material placed behind the wall. A retaining wall is usually erected to create a new ground plane on which to place an RV, park cars, or build structures. In the process of developing lot/sites, it is not uncommon for a member to cut into the slope to increase a level area or to enlarge an existing space. This creates a cut bank or steep slope. With a cut bank or steep slope, it is desirable to protect and stabilize the bank to prevent erosion and future problems. Re-grading the slope, constructing a retaining wall or cribbing wall can do this.

1. Material and footings layout to be in compliance with IBC standards.
2. Color must be natural, off white(s), brown(s), gray/silvers(s), or green(s)
3. CTTA and Lewis County authorization and permits are needed before construction begins.

A **cribbing wall** is defined as a wall constructed to prevent a cut slope or steep bank from eroding or crumbling.

1. CTTA permit required for walls less than 4 feet in height.
2. **CTTA and Lewis County permits and engineering are required for walls over 4 feet in height.**
3. The height of a retaining wall/cribbing wall is determined by measuring from the base of the footing to the top of the wall, beginning at ground level.
4. If made of wood, the wood shall be pressure treated ground contact lumber.
5. Manor stone and similar inter-locking blocks, are a concrete alternative to wood, and are acceptable for retaining walls/cribbing walls.
6. Retaining walls/cribbing walls under 4 feet in height and made of wood will be constructed one of three ways:

   A. Timber and Plank Retaining Wall - Footing will be minimum 4x4 and planking will be minimum 2x4. Footings will be minimum 18 inches deep by 12 inches wide for walls 2 feet or less in height. Footings for walls that are between 2 feet and 4 feet in height will be a minimum 36 inches deep by 12 inches wide. For an example, contact the business office.
   B. Stacked Timber Retaining Wall - Railroad Ties may be used for a stacked timber retaining wall. Rebar rods will be used to attach the timbers together on both sides. The base timber will be placed on compacted ground and the rebar rod driven deeply into the ground.
   C. Tie Back Retaining Wall - Can be used for unstable soil. The Tieback wall uses a "Deadman" to stabilize the wall. For an example, contact the business office.
7. Retaining walls/cribbing walls over 4 feet in height must be engineered professionally and built-in compliance with the engineering and IBC.
8. Any slope that exceeds the 2 feet (vertical) to 1-foot (horizontal) ratio may require a retaining or cribbing wall.
9. Members may be required to alter the design for the retaining wall based on the soil, slope and weight load.
10. Permits and authorization are needed before construction begins.

STEPS AND STAIRS

1. All steps or risers shall have a minimum width of 3 feet (IBC).
2. Minimum rise of each step or riser is 4 inches.
3. Maximum rise of each step or riser is 8 inches.
4. Minimum running depth of each step or runner is 9 inches.
5. No more than 3/8-inch deviation between steps.

6. All steps that exceed 3 steps or risers shall have a railing that conforms to IBC.
7. Material and footings layout to be in accordance with applicable IBC.
8. The runners will be treated or covered with a slip resistant material.
9. Color will be natural, off white(s), brown(s), gray/silvers(s), or green(s)
10. Permits and authorization are needed before construction begins. A Lewis County Building Permit may be required if the steps/stairs are incorporated into a deck and/or exceed 120-SF.

STORAGE LOFTS AND ATTICS | Attics are allowed under the following conditions **Associated with Permanente RVU Cover.**

1. Attics are to be used exclusively for storage.
2. The entrance to the storage attic may be accessible from the sunroom.
3. The wall of the attic adjacent to the sunroom may be left open or enclosed with hinged or sliding doors.
4. Permanent stairways to the attic are not allowed. Removable ladders or steps are acceptable.
5. Attics that are to be constructed during new construction of RVU covers and sunrooms, must be included on the construction plans when submitted to CTTA and Lewis County and shall conform to the appropriate codes.
6. Attics that are to be built on existing structures shall be engineered to ensure appropriate load requirements are met. CTTA and, in most cases, Lewis County permits are required.
7. Storage attics cannot be used as sleeping quarters.
8. Permits and authorization are needed before construction begins.

STORAGE SHEDS | Storage sheds are non-habitable structures and will not contain accouterments of a living space.

1. Maximum floor space is 144 square feet of floor area. Square footage that exceeds 120-SF requires a Lewis County permit.
2. Maximum outside wall height is 96".
3. Storage sheds shall be free standing.
4. Plumbing is not permitted. Sinks and/or showers are not permitted.
5. No prefab metal sheds or camper type structures are allowed on membership lot/sites. Rubber and plastic type sheds are discouraged.
6. Storage sheds cannot be used as sleeping quarters.
7. Foundation, material and layout to be in compliance with IBC standards.
8. Roof can be of a pitch, barn, or of shed design. Shake/shingle, asphalt roofing, metal, aluminum, fiberglass, not to exceed 12ft. in height from the ground to the peak, overhang not to exceed 24" for drip line.
9. One window for light and moisture control size not to exceed 3.0x3.0.
10. Door may be of a barn or standard design, opening or sliding.
11. Color will be natural, off white(s), brown(s), gray/silvers(s), or green(s).
12. With or without electricity. Wire and outlets shall be to electrical UL code. **Washington L&I Electrical Permit Required.**
13. Permits and authorization are needed before construction begins.

SUNROOMS

STAND-ALONE STRUCTURES

1. Lewis County Permit Required if over 120 Sq. Ft of floor area.
2. Not to exceed 144 sq. ft of floor area.
3. Walls must be standard 2x4/6 stud wall construction, meeting IBC standards and the material used to cover the walls of the sunroom shall be aesthetically acceptable, of exterior rated materials such as T1-11, Vinyl, cedar or lap siding over CDX and vapor barrier.
4. Foundation and material layout to be in accordance with applicable IBC standard.
5. Roof can be of a pitch, barn or of shed design, shake/shingle, asphalt roofing, metal/ aluminum, fiberglass, not to exceed 12ft. in height from the ground to the peak, overhang not to exceed **24**" for drip line.

6. Doors and windows are permitted; (a door and/or window on the wall facing the RVU is allowed, if the sunroom is thirty-six (36") inches **or more** from the RVU.) Direct access between the sunroom and the RVU is **not** permitted.
7. A smoke detector is required.
8. A wood stove or heater is allowed if in compliance with IBC standards. Wood stove requires a Lewis County Permit.
9. With or without electricity. Wire and outlets must comply with UL code. Washington L&I Electrical Permit Required.
10. Plumbing is not permitted.
11. Color will be natural, off white(s), brown(s), gray/silvers(s), or green(s).
12. Permits and authorization are needed before construction begins.

When associated with Permanent RVU Cover

1. **Lewis County Permit Required if over 120 Sq. Ft of floor area and floor area cannot exceed 144-SF.**
2. RVU covers may have a sunroom incorporated under the roof structure.
3. The sunroom must be constructed so that it is not attached to the side of the RVU. A structure cannot be attached or permanently affixed in any way to an RVU and must be separated by a visible clearance or breezeway (1/8/05). It may be up to a maximum of 240 square feet of floor area.
4. Walls must be standard 2x4/6 stud wall construction, meeting IBC standards and the material used to cover the walls of the sunroom must be aesthetically acceptable, of exterior rated materials such as T1-11, Vinyl, cedar, or lap siding over CDX and vapor barrier.
5. Floors shall comply with IBC standards.
6. The sidewalls of the sunroom cannot exceed past the sidewalls or ends of the RVU cover. Only one side of the sunroom may be adjacent to the RVU, no "L" shaped designs.
7. The roofline shall not exceed the height of the RVU Cover.
8. Only single-story sunrooms are permitted. A smoke detector is required.
9. Doors and windows are permitted; (a door and/or window on the wall facing the RVU is allowed, if the sunroom is thirty-six (36") inches **or more** from the RVU.) Direct access between the sunroom and the RVU is **not** permitted.
10. Plumbing is not permitted.
11. With or without electricity. Wire and outlets must comply with UL code. **Washington L&I Electrical Permit Required.**
12. A wood stove or heater is allowed if in compliance with IBC standards. **Wood stove requires a Lewis County Permit.**
13. a deck or porch is attached to the sunroom, the square footage will be considered as one structure and cannot exceed 144-SF.
14. Permits and authorization are needed before construction begins.

TENT PLATFORMS

1. Not to exceed 144' square feet of floor space, and not to exceed 18" in height from the highest point from the ground under the deck.
2. Foundation, material, and layout to be in compliance IBC regulations.
3. Color will be natural, off white(s), brown(s), gray/silvers(s), or green(s)
4. Permits and authorization are needed before construction begins.

WOODEN WALKWAYS - Walkways cannot exceed 4-feet in width and cannot exceed 48 lineal feet.

1. Walkway measurements are from railing to railing or from wall to railing.
2. All walkways that are ' more than 30 inches above the ground shall have a railing. All railings shall conform to the IBC standards.
3. All walkways that have an incline from ground level to a height equivalent to more than 3 steps or risers shall have a handrail. Handrails shall conform to the IBC.
4. CTTA permit required.

WOOD COVER/SHED

1. Wood covers/sheds are permitted.
2. They may be a maximum of 8' high X 8' wide X 15' long, outside dimensions, or up to 120 square feet of floor space.
3. Constructed of 4X4, 2X4/6 treated/outdoor wood and may be enclosed on three sides.
4. CTTA permit required.

WOOD AND LIQUID FUEL STOVES/HEATERS

1. Wood and liquid fuel stoves/heaters must be factory built and approved by the State of Washington.
2. Wood and liquid fuel stoves/heaters must be installed in accordance with Lewis County ordinances and in compliance with all codes regulating the same.
3. Fireplaces are not allowed in sunrooms. Fireplaces are defined as a permanent structure built into the wall as found in most homes.
4. Fireplaces are allowed in the RVU only when installed by the RVU manufacturer.
5. **Lewis County Permit Required.**

CHAPTER 15 – GRAVEL, GRADING, LANDSCAPING, & TREE WORK

LANDSCAPING

1. Household fixtures, plumbing apparatus, and appliances are not allowed for outside use on individual lots/sites as receptacles, garden planters, water containers, decorations, etc. (example: toilets, toilet seats, bathtubs, and sinks).
2. **BRUSH AND DEBRIS BURNING IS NOT PERMITTED.** Burn pile is not available. Campfires are for recreational purposes only and burning of brush and debris is not allowed. Leaf composting is available across from the burn pile area. Any debris from tree removal, building materials, brush, etc., must be disposed of outside the park or at the local landfill.

TREE WORK

1. Regardless of who planted them, all trees and bushes are the property of CTTA. However, the member is responsible for the care and maintenance of any tree and bush on the member's assigned lot/site.
2. Dangerous trees will be removed by order of the Board of Directors and/or its authorized agents. Other clearing or development will be under the direction and approval of the Board of Directors.
3. An approved Tree Cutting Application form is required for the removal of any deciduous or evergreen tree.
4. Upon removal of any approved deciduous or evergreen tree, the member is responsible for replanting/replacing the tree with an evergreen tree within 30-days of removal. Type of tree/placement must be pre-approved by CTTA.
5. CTTA is not liable for acts of God or nature.
6. Any tree removal requires an experienced licensed/bonded tree faller.
7. A certified arborist report (at the member's expense) is required for removal of any evergreen tree that does not show clear signs of being dead, dying, or diseased (example: snag, heavy needle drop, drooping/wilting, cracks in the bark, thinning canopy, dieback, unstable root system, etc.). The report must confirm the tree is dead, dying, or diseased for the Tree Cutting Application to be approved.

8. No deciduous or evergreen tree within the SCUP area can be removed for the sole purpose of membership lot development. If the tree does not show clear signs of being dead, dying, or diseased (example: snag, heavy needle drop, unseasonal leaf loss, drooping/wilting, cracks in the bark, thinning canopy, dieback, unstable root system, etc.), the tree will require a report from a certified arborist (at the member's expense) confirming the tree is dead, dying, or diseased.
9. If there is any question related to the health of a tree or necessity for removal, the Board of Directors may require a certified arborist report (at the member's expense) confirming the necessity for removal.
10. Selective cutting/limbing (branches under 6" in diameter) is allowed without a permit.
11. Any branches over 6" in diameter requires submission of a Tree Cutting Application and a permit for removal.
12. No trees can be cut and hauled from CTTA property and/or lot/site for personal use outside the campground.
13. No foreign objects can be attached to a tree in a way that would harm the health of the tree. This includes, but is not limited to: nails, screws, signs, ropes, screw eye hook, lights.

OUTSIDE THE SHORELINE MASTER PROGRAM JURISDICTION

1. A CTTA Gravel & Grading Application form is NOT required for membership lots that fall outside the Shoreline.
2. A pre-assigned PO number is required for delivery of any gravel/grading within the Park. This PO number is assigned by the business office. Contact the business office prior to any land-work service or gravel delivery to arrange entry into the Park and receive a PO number. The PO number must be provided by the member to any vendor who delivers gravel or provides land-work services. Entry will not be permitted if they cannot provide a PO number and lot/block. The delivery MUST be conducted within CTTA business hours. Members are not permitted to use their personal gate cards to allow contractors through the gate.

INSIDE THE SHORELINE MASTER PROGRAM JURISDICTION

1. A CTTA Gravel & Grading Application form is required for ANY addition of gravel (whether it's a bucket or truckload) within the Shoreline Master Program jurisdiction. The Application is available in the office or on the website.
2. Upon approval of the Application form, a blue permit card will be provided to the member. This card must be visibly posted on the membership lot and returned to the office upon completion of the work for finalization by management and compliance. The permit is active for 30-days from issuing date.
3. A PO number for any approved gravel/grading will be assigned to the member. This PO number must be provided to any vendor who delivers gravel or provides land-work services. The delivery MUST be conducted within CTTA business office hours. Members are not permitted to use their personal gate cards to allow contractors through the gate.

GRAVEL / GRADING INSTALLATION REQUIREMENTS WITHIN THE SHORELINE MASTER PROGRAM JURISDICTION

1. Gravel up to 2-inches covering up to 20% of the remaining structure square footage or 800-SF, whichever is less (please reference the Shoreline Conditional Use Permit for more information related to structure square footage requirements).
2. Current gravel can remain; but, re-coverage of the lot with a fresh layer of gravel is not allowed.
3. Membership lots within the SMP are permitted to fill potholes (Permit/PO # required).
4. Over time, graveled areas will naturally be reduced to 20% of the remaining unbuilt square footage of each lot.
5. No grading other than what is needed to directly construct (structure footings are allowed). All existing land contours must remain the same.
6. If member is caught grading or laying gravel without the appropriate permits/authorization, you will be fined.

CHAPTER 16 – COMPLIANCE

A. STRUCTURES

1. **CRBH ENFORCEMENT -** The Board of Directors or its authorized agents is charged with the enforcement of these rules and regulations. Failure to comply with any of the rules or regulations may result in fines and/or penalties. Any fines levied shall be within the approved schedule. In the event of a violation, The Board of Directors or its authorized agents may require removal or modification. The member may request a variance.
2. **OVERSIZED STRUCTURE -** Sunroom, deck, RVU cover, etc., if not built under a previous authorized version of the CRBH or with CTTA approval, may require the structure to comply with the approved plans or may cause complete removal of the structure.
3. **VARIATION FROM PLANS** - All structures shall be constructed according to the approved plans. Any variation from those plans may cause the member to rebuild the structure to comply with the approved plans or may cause complete removal of the structure.
4. **UNAUTHORIZED STRUCTURES -** A structure built without CTTA authorization and/or a CTTA and/ or Lewis County permit, or any structure not covered in this handbook, shall be cause for the member to rebuild the structure to comply with the approved plans or may be cause for complete removal of the structure. A fine as noted on the rate sheet may be assessed and the membership gate cards for the Member will be locked-out until payment of the fine is paid. No unauthorized structures shall be allowed.

CTTA is an individual and family camping and recreational Association. Members and their guests, of all ages and backgrounds may be present at any time. Therefore, common sense, courtesy, respect, honesty, and politeness shall be exercised by all, to avoid conflicts, embarrassment, harm, accidents, or damage to humans, animals, or property. Your help and compliance are appreciated and expected. CTTA's Bylaws and CRBH rules and regulations are designed for safety, order, and quality of life for all. Please honor and obey them.