

**SITE CLEAN UP REQUIREMENTS**Annual Deadline – 3<sup>rd</sup> Sunday of June**I. Authority**

By the authority granted the Board of Directors of Tahoe Timber Trails Association with Bylaws 2.4 U19 and 7.2 S13 they are responsible to have all Member sites inspected annually. Either the Board, Management or appointed Committee will inspect sites for compliance with this Rule OR-03-19. Inspections will be conducted per Bylaw 2.4 U19 following the third Sunday of June. Members failing to comply by the deadline may be subject to fines and penalties as set forth by the Board of Directors (Bylaw 2.5).

Furthermore, the Board of Directors supports adoption of CA legislative and insurance requirements for businesses and communities to adopt “Safer from Wildfires” programs as outlined by the CA Dept of Insurance, CalFire, National Fire Protection Association (NFPA) and Tahoe National Forest.

**Purpose of Site Clean Up**

- To ensure the Association complies with Public Resources Code (PRC) 4291 and CA Code Regulations (CCR) 1299.03
- To protect the park and membership from fire hazards and other hazards caused by excessive layers of pine needles, diseased or dying trees, downed limbs and debris
- To preserve the natural environment of the Tahoe Timber Trails Association as stated in the Article of Incorporation (Article II) and Bylaws (Preamble)

**II. General Information**

- A. The deadline for Members to complete the annual site clean-up shall be the third (3<sup>rd</sup>) Sunday in June of each year. Failure to comply may cause fines and penalties to be incurred. (Bylaw 2.4 U19 and 2.5)
- B. Members must sign up to have their campsite inspected after they have completed the task by using FM-03-10 Annual Site Cleanup Completion Statement.
- C. A copy of all inspections, forms and any other documents pertaining to a Member’s campsite shall be placed in the Member’s file.
- D. Members are entitled to a copy of any document(s) in their membership file.
- E. Members will be notified of any violations as soon as possible.

**III. Disposal of Pine Needles and Slash**

- A. Pine needles and slash cannot be burned.
- B. Members must remove pine needles and slash from TTT by the 3<sup>rd</sup> Sunday in June.
- C. All needles and slash (from sites, roads, and common areas) collected by the Park will not be held in one pile that exceeds thirty (30) yards before removal from the Park.

**IV. Inspection Duties**

- A. Management, Directors, or Appointed Committee will:
  1. Inspect all campsites for compliance with this Rule as soon as possible after the 3<sup>rd</sup> weekend in June deadline using FM-03-13 Site Inspection Register.



2. Inspections may begin any time after Members have notified the Office their site is ready for inspection by completing FM-03-10 Annual Site Cleanup Completion Statement.
3. Ensure that all roads, parking areas, and all Common Areas surrounding Association buildings have been cleaned by the June deadline.
4. All Inspections will be reflected on the Site Clean-Up Inspection Register FM-03-13.
  - a. After a Member turns in the Annual Site Cleanup Completion Statement (FM-03-10), the Office will attach them to the appropriate page of the Site Clean Up and Inspection Register for the Committee's use.
  - b. In order to eliminate possible conflicts of interest and allow continued use of the Site Clean-Up Inspection Register names will not be entered before or during the inspections.
  - c. The Committee will complete all site clean-up inspections by the last day of June and submit all forms into the Office.

**V. Member Site Clean Up Requirements**

**A. Green Waste, Pine Needle, Brush and Woody Debris Clean-up**

1. Remove all pine needles on the ground and from all horizontal structures (roofs, RVs, sheds, decks, walkways/paths).
2. Remove all dry, flammable vegetation and woody debris between ½-inch and 12 inches in diameter.
3. Remove all combustible material and vegetation from under decks and next to structures
4. Remove brush from under trees to the outer limb/canopy.
5. Remove all dead brush including dead manzanita.
6. Cut annual grasses to a maximum of 4 inches in height.
7. Remove all vegetation/branches within 10 feet of roofs of all structures, chimneys or propane tanks (Fig. 1).

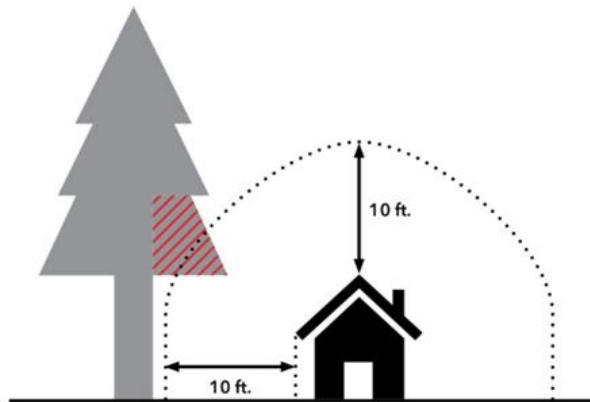


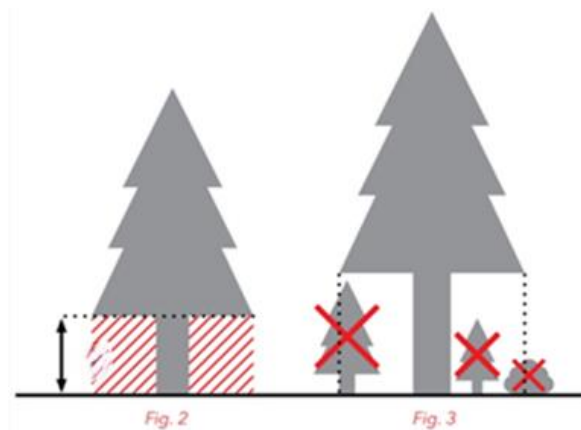
Fig. 1

**B. Tree and Firewood Clean-up**

1. Firewood must be managed and stacked neatly 30 feet away from all structures but can be closer if firewood is securely covered by a fire-resistant cover (only neutral color).

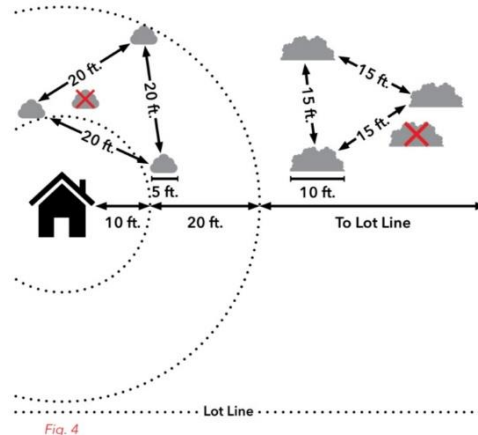


2. To discourage beetle infestations, firewood will not be stacked between trees, and dead or rotting wood must be removed.
3. All dead and beetle-infested trees must be removed.
4. Trees with a diameter of less than 8" at breast height (ABH) may be removed by members without management or Board approval.
5. Trees must be trimmed of all dead branches to a height of fifteen feet (15') and all live limbs to a height of ten feet (10').
6. For trees smaller than 15 feet in height, remove the lower branches to 1/3 of the tree (i.e. If tree is 12 feet tall remove all branches up to 4 feet). (Fig.2)
7. Excessively dense tree cover should be thinned (generally trees under 10 inches in diameter that are growing without proper spacing from one another or growing under the canopy of larger trees) (Fig. 3).



C. Site Mosaic (Fig. 4)

1. Within 10-20 feet of structure.
  - a. Brush that is 5 feet from any structure must be removed.
  - b. Brush can be up to 5 feet in clumps, with 20 feet spacing (in-between).
  - c. Brush must be managed and removed from under the canopy of a tree.
  - d. Limbs must be removed up to 10 feet above any structure.
2. Within 20 feet of structure to lot line.
  - a. Brush can be up to 10 feet in clumps, with 15 feet spacing (in-between).





- D. Site Clean Up Defensible Space Standards.
  - 1. The campsite is defined as corner to corner, rear pins to road.
  - 2. Mulch may remain on steep grades and erosion prone areas and will be considered on an individual basis by the Park Manager and/or responsible Director.
  - 3. The Member, or hired contractor, will complete disposal of all green waste, pine needles and debris by properly removing them from TTT property.
  - 4. Green Waste CAN NOT be disposed of in any Association dumpsters.

**VI. Abandoned Vehicles**

- A. Abandoned vehicles including RV's will be removed from the Park in compliance with OR-03-01 (Abandoned Vehicles and RV's).

**VII. Tarps**

- A. Tarps covering RVs, personal vehicles, wood piles, and any approved site structures must be removed by the third Sunday of June. (See paragraph VII.B for brown tarp exceptions)
  - 1. If the Member is unable to return to the Park by the deadline and has not been able to make other arrangements for the removal of the tarp(s), they must notify the Office of their circumstances.
  - 2. The Manager will consider such cases on an individual basis and may grant permission for a time extension or make arrangements for its removal at Member expense.
- B. Brown Tarp Exception - A brown tarp may be left on a RV under the following conditions:
  - 1. If the Member knows by the closing of the previous Park season that he/she or a family member will not be able to remove the RV tarp before the current season's Clean-Up deadline, a brown tarp may be used to cover the RV.
  - 2. The brown tarp must cover only the roof portion of the RV and not extend or drop no more than 18 inches down the sides.
  - 3. The Manager will consider such cases on an individual basis and grants permission for a time extension.
- C. Tarps may be put on the RV any time after Labor Day.
  - 1. Extenuating circumstances may be considered when a Member must leave the Park prior to Labor Day and is unable to make other arrangements for the placement of a tarp.
  - 2. The Manager will consider such cases on an individual basis and may grant permission for an early tarp placement.

**VIII. Temporary or Reinforced Snow Roofs**

- A. Temporary snow roofs must be removed from the RV in their entirety and stored in an orderly fashion to meet all boundary requirements by the 3<sup>rd</sup> Sunday of June. Structural problems found during any inspection will be reported to the Architectural Committee. (Bylaw 7.2 S13)
- B. Reinforced Snow Roof support posts must be painted to match the primary color of the RV or removed



**IX. Failed Inspections**

- A. Those sites found to be in violation of Bylaw 2.4 U19
  - 1. The Office will insert the names of those Members found not to be in compliance on the Site Clean Up Inspection Register (FM-03-13)
    - a. The Office will notify the Member of the violation using FM-03-29.
    - b. The Office will also send the Notice of Assessment using FM-03-15.
    - c. The Office will file all documents in the Member's folder.
    - d. The notification will be sent using member's preferred contact method.

Associated Documents

FM-03-10 Annual Site Needle/Slash Cleanup and Removal from TTT Completion Statement

FM-03-13 Site Inspection Register

FM-03-01 Site Improvements or Renovation Form

FM-03-35 Member's Work Order

FM-03-29 Notice of Violation

FM-03-15 Site Clean Up Notice of Assessment