

CEDAR PINE LODGE ASSOCIATION (CPLA)

“LODGE MANUAL”



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Cedar Pine Lodge Association (CPLA) is located at 421 Jackpine Street in Tahoe City, CA 96145. The following set of rules are required to ensure safe, fair and effective Lodge operations:

1. Membership:

- a. There are currently 30 memberships in the association.
- b. Current members may sell (at market price) their memberships, but must notify the Board of Directors (Board) of the pending sale.
- c. Individuals purchasing memberships must first fill out an application form, be available for an Interview by the Board, and then be subject to Board review and approval before the transfer of share can be transacted.
- d. Background checks (i.e. credit history, past employment and criminal history) may be required to help ensure candidates are responsible individuals that are financially capable of paying annual dues and reservations fees.
- e. For any share that is purchased by a new member from existing CPLA member:
 - i. Two CPLA owners in good standing must sponsor the new potential member.
 - ii. The Potential Member must introduce themselves to the board of directors either on the phone during a scheduled board meeting, the annual meeting, or a special meeting to be held so all parties can meet in person.
 - iii. The Potential Member must be approved by the Board by a simple majority vote. The Sponsors and Potential Members may not be present during the approval voting process.
 - iv. Once approved, the new member must attend the next scheduled annual meeting in person to introduce themselves to all members.
 - v. The new member must be willing to be involved in all activities to support CPLA including work parties, future board positions, multiple visits to the lodge every year, and any professional experience they can offer to help promote CPLA.
 - vi. The new member will pay the full amount agreed for the share directly to CPLA. A \$500 transfer fee will be charged from the full amount and deposited into the CPLA account. The CPLA Treasurer will deduct any and all dues, payments or financial liabilities due to CPLA from the selling member, and then the remainder will be paid by CPLA to the selling member. The payment to the selling member will be paid by CPLA within 30 days of membership approval and be paid in full with a detailed itemization of any and all deductions other than the Transfer fee.
 - vii. It is agreed by the Board that it will be impressed upon the new member that CPLA is a "shared home" not a time share. All members must agree to stay involved with all aspects of the lodge including the mundane work of maintenance and repair.
 - viii. Annual Dues are due on January 1st of each year. The penalty for delinquency of paying annual dues will be \$10 per month starting February 1st, with an additional \$10 due for each subsequent month that dues remain unpaid. Effective 01/01/2019, members delinquent for more than two months will lose lodge privileges (including any existing reservations) as well as voting rights, until such time that the dues are paid.

2. Reservations: All reservations are made at the CPLA website: <http://cplatahoe.com/>
- a. Reservations must be made on the CPLA website (25% deposit required to hold reservations), and paid in full prior to your arrival date. Reservations can be made up to six months in advance. For assistance on the website contact Kelly Burr or John Alden.
 - b. Cancellations are permitted (full refund or credit for future reservation) if made at a minimum of 14 days prior to your stay.
 - c. Cancellation charges (i.e. loss of reservation deposit) apply if cancellations are made less than 14 days prior to your stay.
 - d. Cancellation charges can be waived, upon approval by the Lodge Chairman (or President), for unforeseeable circumstances such as storms and road closures.
 - e. Same day reservations must be made by calling or emailing the Lodge Chairman as same-day web booking is not yet possible on the CPLA website.
 - f. "Exclusive" reservations may not be more than one week (7 days) in duration and may not be booked in consecutive weeks with any other exclusive. This will ensure that not too much time is blocked for other members to use the lodge. Exclusives cannot be booked over the following holidays (Christmas, Thanksgiving, New Years, Martin Luther King, Memorial Day and Presidents Day).
 - g. Room night pricing: Refer to the CPLA website (<http://cplatahoe.com/>) for updated lists on room night pricing.

3. Lodge Rules

- a. Access and Security:
 - i. It is forbidden to share lodge keys or access codes with the intent of circumventing CPLA reservations and/or payment processes.
 - ii. Unauthorized access (i.e. not paying for stays) to the lodge is effectively "stealing" from the association and could result in membership suspension or termination.
 - iii. Members may not tamper with locks or access codes to circumvent their intended use of securing the physical property and ensuring the collection of fees that are due to the association.
 - iv. Upon arrival at the lodge, please call (if urgent) or email (if not urgent) the Lodge Chairman of any material issues with the facility (i.e. excessively dirty conditions, broken heater, appliances not working etc.)
 - v. Access the lodge in a manner that minimizes dirt and snow tracking onto the carpets. Boots with mud, water or snow should be removed at the door or in the basement.
- b. Members must be present during stays with their guests. Guests will not be able to arrive earlier or stay later than the reserved member
- c. Smoking: Smoking is NOT PERMITTED anywhere in the lodge at any time.
- d. Pets: Pets are NOT allowed in the lodge at any time.
- e. Parking: Members should park vehicles in front and back of the lodge and be careful of falling snow from the roof to the side of the house as it has been known to damage cars.

- f. Snow Removal: Snow removal services occur whenever there is moderate to severe snow accumulation. Please do not park along the side of the lodge as it blocks snow plows from clearing the entire driveway.
- g. Conduct:
 - i. Noise: Members and guests are expected to maintain a level of noise that is acceptable to all individuals staying at the lodge. In general, by 11 PM noise levels should be at a minimum so others are able to sleep comfortably.
 - ii. All members must acquaint their guests with the lodge rules. Members are responsible for the actions of their guests. This includes noise, cleaning requirements, no smoking and all other relevant lodge rules.
- h. Annual Meetings: Annual meetings are governed by "Roberts Rules of Order" (<http://www.robertsrules.com/>). In an effort to ensure effective and productive annual meetings, members are encouraged to focus attention on resolving current and future issues in a positive and collaborative manner.
- i. Storage: All large equipment (poles, boards, skis etc.) should be stored in the basement. Boots, gloves and other gear that typically needs to be dried out may be brought into the lodge. Some members have lockers, please do not store items in lockers that do not belong to you.
- j. Supplies: Members and guests are responsible for bringing their own food for use in the lodge. Staples such as condiments, toilet paper, soap, paper towels, cleaning supplies etc. may be used by everyone. If a member notices that these staple items are in short supply they should notify the Lodge Chairman.
- k. Supplies Reimbursement: Members are authorized to purchase supplies for the lodge without prior written Board approval if the cost is less than \$25.00. Expenditures greater than \$25.00, require prior written authorization by the Board, by at least 4 Board members. Email approvals are acceptable. A brief but written justification must be provided with all receipts to explain the purpose of the purchase. Receipts must be turned in within 30 days of the purchase.
- l. Cooking: The original intent of CPLA was to be used as a group ski lodge. It is encouraged to cook meals collectively as much as practical to optimize kitchen efficiency and to continually promote a family friendly, ski lodge atmosphere.
- m. Cleaning: Basic rule is to leave the lodge as good as or better than when you found it. Specifically, members must:
 - i. Wash all dishes (ok to leave in dishwasher if clean).
 - ii. Vacuum carpets and mop/wet wipe linoleum.
 - iii. Take out trash/recycling and remove perishables from the refrigerator.
 - iv. Wipe stove top clean and leave oven clean if used. Wipe clean the refrigerator.
 - v. Wash sheets, pillow cases and towels, and re-make beds using clean sheets, not leaving in dryer.
 - vi. Clean sink basins, showers and toilets.
 - vii. Turn off all lights and heating.
 - viii. Shut all windows and lock lodge exterior doors.

- ix. Make note of any items in disrepair (i.e. broken towel bar, leaking faucet, door lock issue etc.) and notify the Lodge Chairman at your earliest convenience, preferably by email.
- x. Please refer to posted documents at the lodge for more detailed instructions on cleaning, maintenance and other operational procedures.
- xi. Subsequent to a majority of the Board vote, members found not cleaning after their stay will be required to pay a \$150 cleaning fee.**

4. Critical Contact Information:

a. Board Members

Name	Phone	Email
Kelly Burr, President	415-265-1514	kellysburr@yahoo.com
Constance Hatfield, VP	831-419-7380	hatficon70@comcast.net
John Vipiana, Secretary	415-846-8816	JohnV@HeffINS.com
Barbara Hudspeth, CFO	925-284-5135	bhudspeth1@comcast.net
Joe Dorsey, Member at Large	510-236-7488	technocrat2@juno.com
John Alden, Lodge Chairman	408-839-6291	johnaldenjr@yahoo.com
Laurie Alden, Maintenance	775-200-8727	zephyrfarms@charter.net

b. Emergency Numbers

Name	Phone	Address
Emergency (Life Threatening)	911	911
Snowplow	530-581-0459	NA
Police	530-581-6300	2501 N. Lake Blvd, Tahoe City 96145
Fire	530-583-6913	222 Fairway Dr., Tahoe City 96145
Cleaning (Maggie)	530-559-4304	Jackpine Street
Plumbing (Roto-Rooter)	530-581-0725	NA
Reservations (Emergency Contacts)	#1. John Alden: 408-839-6291 #2. Kelly Burr: 415-265-1514	http://cplatahoe.com/