

RULES AND REGULATIONS  
OF THE  
MANOR LANDS PROPERTY OWNERS ASSOCIATION

The following rules and regulation have been adopted by the Board of Directors of the Manor Lands Property Owners Association (MLPOA), per the By Laws, Article IV Section 2 and Article V Section 1b

Adopted Rules and Regulations Edited 13 March 2006

Amended Rule "B" effective 28 April 2007 & Rule "E" effective 1 August 2007

Penalty Assessments effective 1 May 2008.

Amended Rule "E" effective 1 August 2008.

Amended Rule "A", "E" and "I" effective 15 March 2009.

Updated Rule "K" and Added Rule P. Abandoned Trailer Regulation, moved State and County Regulation to Q. effective April 2010

Amended Rule "I" effective April 2014

Added Regulation R effective December 1, 2014

Updated Regulation B. Dues Regulation with Rule 5 effective December 1, 2014

Updated Regulation P. Abandoned Vehicles and Trailers effective April 2016

Updated Regulation I. Key Regulation effective April 2017

Updated Fire Regulation E. effective April 2018

Updated Fund Regulation R. effective March 2019

Updated Architectural Regulation effective June 2019

Updated Shipping and handling fee for newsletters and invoices, effective June 2019

#### A. ARCHITECTURAL REGULATION

Rule 1. All plans and specifications for improvements upon the property shall be submitted to the Manor Lands Property Owners Association Architectural Committee for approval prior to submission to Summit County for a building permit.

Rule 2. Building permits are required for all structures in accordance with current Summit County guidelines.

Rule 3. Fence building material and the placement shall be submitted to the Architectural Committee for approval before construction.

Rule 4. Prior to any construction or excavation on a property, the property owner shall contact Architectural Committee for approval and shall contact public utilities identified and marked on the property and in the immediate area by Blue Stake in accordance with Utah State law. Also, the property owner shall contact the Architectural Committee who shall advise the property owner of any other items of concern in the area such as private utilities and right-of-ways, and shall provide the property owner with any pertinent or useful information and/or direction.

#### B. DUES REGULATION

Rule 1. Dues will be due and payable on March 15 of each year and will be considered delinquent March 16.

Rule 2. Dues not received on or before March 15 will be considered delinquent and a \$50.00 delinquency fee will be assessed to each delinquent member's account.

Rule 3. Thirty (30) days after the member's account becomes delinquent, a fee of 18% annual interest will be charged to all outstanding balances. The delinquent member shall be responsible for all costs of collection, including reasonable attorney fees.

Rule 4. If dues are not paid by March 15, the delinquent member will be ineligible to vote at the annual meeting. Only members in good standing, per the MLPOA bylaws, are eligible to vote on any issues or at MLPOA special meetings.

Rule 5. If an effort has not been made, by the member, to bring the account current prior to December 1, the account will be turned over to an attorney as per Bylaws Article III Section 7.

Rule 6. A \$5 shipping and handling fee will be added each time an invoice is required to be sent via United States Postal Service to the address on record for the member. This fee will be added to the annual association dues invoice.

Rule 7. A \$5 shipping and handling fee will be added each time a yearly membership newsletter is required to be printed and delivered or sent via United States Postal Service. This fee will be added to the annual association dues invoice.

### C. ANIMAL REGULATION

Rule 1. Owner shall control all animals brought to Manor Lands at all times. All dogs outside the members' own property shall be under the dog owner's immediate control and in compliance with the Summit County leash laws.

### D. ENVIRONMENTAL REGULATION

Rule 1. The natural beauty of Manor Lands shall be preserved and the vegetation unchanged, except in areas where structures and improvements are authorized.

Rule 2. All dead trees and bushes shall be moved to the Board-designated burn area for appropriate disposal.

Rule 3. There is no garbage dumping anywhere within Manor Lands' boundaries. All garbage is to be removed from the area by members or their guests at the time of departure.

Rule 4. Members shall manage their property in compliance with the "Forest Resource Management Program." (The Board supports the effort of the Utah Division of Forestry, Fire & State Lands Forest Warden who inspects members' lots for insect, *etc.*, and advises what action should be taken.)

### E. FIRE REGULATION

#### DEFINITIONS:

**Bonfire:** An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, barbeque grill or barbeque pit and has a total fuel area greater than 3 feet (914 mm) or more in diameter and more than 2 feet (610 mm) in height.

**Hazardous Materials:** Those chemicals or substances which are physical hazards or health hazards as defined by the EPA, whether the materials are in usable or waste condition.

**Health Hazard:** A classification of a chemical for which there is a statistical significant evidence that acute or chronic health effects are capable of occurring in exposed persons. The term "Health Hazards" includes chemicals that are toxic, highly toxic and corrosive.

**Open Burning:** The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudge-pots and similar devices associated with safety or occupational uses typically considered open flames, recreational fires or use of portable outdoor fireplaces. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

**Permit:** An official document or certificate issued by the fire code official that authorizes performance of a specific activity.

**Physical Hazard:** A chemical for which there is evidence that it is a combustible liquid, cryogenic fluid, explosive, flammable (solid, liquid or gas), organic peroxide (solid or liquid), oxidizer (solid or liquid), oxidizing gas, pyrophoric (solid, liquid or gas), unstable reactive material (solid, liquid or gas), or water reactive material (solid or liquid).

**Portable Outdoor Firepit:** A portable, outdoor, solid-fuel-burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design or may be equipped with a small hearth opening and a short chimney or chimney opening in the top. Manufacture instructions must be followed and the portable outdoor firepit cannot be placed on a combustible surface.

Portable/Fixed Propane Gas Firepits: A firepit that is either portable or fixed in place and fueled by propane gas, has a shut off valve, doesn't create sparks or embers.

Recreational Fire: An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, barbeque grill or barbeque pit and has a total fuel area of 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes. Burning of Fire logs in a Manor Lands approved fire pit is acceptable. A small amount of newspaper pages, paper towels or other combustible material is acceptable to initiate a recreational fire.

Rubbish (Trash): Combustible and noncombustible waste materials, including the residue from the burning of coal, wood, coke or other combustible material, paper, rags, cartons, tin cans, metal, mineral matters, glass crockery, dust and discarded refrigerators, and heating, cooking or incinerator-type cooking appliances.

## RULES

- Rule 1. The Manor Lands Board of Directors (MLBoD) has adopted and supports the 2015 International Fire Code as published by the International Code Council. MLBoD also support the State of Utah Department of Natural Resources Division of Forestry, Fire and State Lands and the US Forest Service "Living With Fire Guide for the Homeowner" as guidance for fire protection. More stringent regulations may be imposed regarding the use of fires within Manor Lands as determined by the MLBoD and posted on the gates, blog, Face Book Page or other methods of distributing information when required to ensure the safety of the members. MLBoD encourage members to establish fuel reduction by creating a defensible space around their cabin or campsite. Members should comply with the "Living With Fire Guide for the Homeowner". This pamphlet recommends removing dead and diseased trees and slash to provide improved forest resistance to fire danger. These guidelines and regulations are for the benefit of the home and property owners of Manor Lands. Manor Lands Property Owners Association and the MLBoD assume no responsibility or liability in connection with these regulations and will be held harmless.
- Rule 2. Recreational fires as defined above in the definitions portion of this regulation, are only authorized in a safe fire pit or portable fire pits that meets MLPOA, Summit County and State suggested and preventive guidelines. All fire pits and portable fire pits should be inspected and approved by a Manor Lands Board of Director's Member or the Caretaker for Manor Lands Property Owner's Association prior to initial use. No rubbish, hazardous materials, materials that cause a health or physical hazard are allowed to be burned in a recreational fire. Any fires in a non-approved safe fire pit or portable fire pit, or the burning of rubbish, hazardous materials or materials that cause a health or physical hazard will result in a fine.
- Rule 3. Portable or fixed propane gas firepits must be installed and utilized according to manufacture instructions. Use of these devices is exempt during Utah Division of Forestry, Fire and State Land or Summit County fire moratoriums.
- Rule 4. Open burning shall be prohibited when atmospheric circumstances or local conditions make such fires hazardous. Open burning in Manor Lands Property Owner's Association will be conducted only after following guidelines as determined by the Summit County Fire Warden and obtaining a permit to conduct an open burn. Once the permit is obtained, the member will notify the Manor Lands Caretaker of their intent to conduct an open burn and informing of the date and time of burn. This step is accomplished to prevent unnecessary actions or panic from occurring for a planned burn. Failure to either obtain a permit from Summit County or notify the Manor Lands Caretaker will result in a fine. No rubbish or hazardous materials will be placed in an open burn.
- Rule 5. Whenever the Utah Division of Forestry, Fire and State Lands, or Summit County declares a moratorium on outdoor fires in an area that includes the National Forest Lands in Summit County, that moratorium shall also be in force in Manor Lands.
- Rule 6. No bon fires will be allowed within Manor Lands Property Owner's Association.

- Rule 7. All Fireworks, including sparklers and caps are illegal within the boundaries of Manor Lands.
- Rule 8. Persons shall not use a recreational fire pit, permanent barbeque, portable barbeque, outdoor fireplace or grill for the disposal of rubbish, trash or combustible waste materials.
- Rule 9. No sky lanterns are allowed to be released or caused to be released in Manor Lands.
- Rule 10. No open flame decorative devices are to be used out of doors within Manor Lands. This includes but is not limited to tiki torches, open candles, etc.
- Rule 11. Charcoal briquettes from an open flame cooking device shall not be disposed until the briquettes are thoroughly out and cold to the touch. They will be disposed of in a fire safe receptacle.
- Rule 12. Any member or guest shall not throw or place, or caused to be thrown or placed, a lighted match, cigar, cigarette, matches or other flaming or glowing substance or object on any surface or article where it can cause an unwanted fire.
- Rule 13. Cabin owners are ultimately responsible for themselves or their guests when it concerns fire safety on their property and should always exercise extreme caution when using fire pits or portable fire pits. Fines and penalties assessed for any actions resulting from violation(s) of this regulation will be assessed against the property owner.

## GUIDELINES

1. Fire pits must have a concrete, or metal side that measures at least 18 inches from the bottom of the pit to the top.
2. Fire pits or portable fire pits must be placed on or into mineral rock, brick, gravel or soil absent of roots or any other organic materials with a solid ring made of non-combustible material that will contain the fuel wood and coals while shielding the ashes from being blown by the wind.
3. Fire pits or portable fire pits must have a metal, concrete, sand, or mineral bottom. The campfire or fire pit must be at least 15 feet away from any combustible structure.
4. One person 18 years of age or older must be constantly in physical attendance of the fire at all times until the fire is extinguished.
5. Ten gallons of water or more must be dedicated and immediately available on-site for fire suppression.
6. At least one standard sized shovel must be dedicated and immediately available on-site for fire suppression.
7. The recreational fire in the fire pit or portable fire pit must be completely extinguished, cold to touch, when not attended. Alternatively, a secure metal lid may be used to securely cover the pit.
8. Persons responsible for escaped or unattended recreational fires are subject to prosecution and suppression cost from County, State and MLPOA fines and penalty assessments.
9. There should be at least a six-foot clearance around the fire pit or portable fire pit consisting of a layer of mineral soil, sand pea gravel, brick, stone or concrete.

10. There must be at least 15 vertical feet free of any overhanging branches, vegetation or combustible materials. Fire resistant vegetation as part of the landscaping is excluded.

11. A screen with openings no greater than 1 inch that can be placed over the fire pit or portable fire pit is recommended.

12. All MLPOA Members must meet these requirements and can have their fire pits or portable fire pits checked by a MLBoD to help validate that it meets guidelines and recommendation of a safe fire pit as defined by MLPOA Rules and Regulations, Summit County and Utah State ordinances, codes and statutes. The MLBoD can temporarily revoke use of a fire pit or portable fire pit at any time when hazardous conditions exist or occur around a fire pit or portable fire pit until the fire danger is reduced.

#### F. GATE REGULATION

Rule 1. All gates bordering Manor Lands are to be kept locked at all times of the year, except for entering and exiting. Offenders will be fined fifty dollars (\$50.00). Repeat offenders may be prosecuted.

Rule 2. A five hundred-dollar (\$500.00) reward shall be paid for information leading to the arrest and conviction of any person for the vandalism of any gate, lock, vehicles, property or buildings under the direct and immediate control of Manor Lands Property Owners Association.

#### G. GUEST REGULATION

Rule 1. No unauthorized person shall be allowed entrance into Manor Lands subdivisions.

Rule 2. Each member is responsible to personally give their visitors, guests and family members, prospective buyers, etc entrance into Manor Lands. The Security Guard is not responsible or authorized to allow guests or prospective buyers entrance.

Rule 3. Members shall not give real estate agents/brokers and/or prospective buyers a key and/or free access to Manor Lands without accompanying them.

Rule 4. Manor Lands Property Owners Association members shall be responsible for the actions of their family members and guests in Manor Lands.

#### H. HUNTING AND FIREARM REGULATION

Rule 1. Hunting within the boundaries of Manor Lands subdivisions is illegal and prohibited.

Rule 2. No member or guest shall discharge a firearm while on property within Manor Lands subdivisions.

Rule 3. The shooting of bow and arrow, BB guns, and pellet guns within Manor Lands is dangerous and should be practiced on owner's own property with adequate backstop, and shall be supervised by the property owner at all times.

#### I. KEY REGULATION

Definitions: Actively Utilized: Lots are considered actively utilized when they have a livable, dwelling/cabin, leveled trailer or tent spot and MLPOA compliant campfire pit. Garages or storage sheds are not considered utilized livable dwellings when requesting additional keys.

Rule 1. Gate keys may only be purchased by members in good standing. Members owing outstanding debts for, but not limited to, dues, penalties, fines, interest fees, filing fees, or other monies are limited to the purchase of one gate key until such time as the outstanding debt is paid and the member becomes in good standing. Actively utilized lots of members in good standing are entitled to two gate keys at the actual cost charged by the key maker. Four additional gate keys can be purchased (see rule 2) for a total of 6 gate keys per actively utilized lot. Inactive/not utilized and/or multiple lots are not automatic consideration for additional gate keys.

- Rule 2. Gate keys beyond the initial two are to be sold at actual cost plus \$5.00 per gate key. Ownership of a MLPOA gate key is considered a verbal agreement that the individual will:
- a. Lock all gates upon entering and/or exiting.
  - b. Obey road speed limit of 15 miles per hour.
  - c. Respect Association and private property.
  - d. Accept responsibility and liability for guests using their MLPOA key.
  - e. The MLPOA member is responsible for any damage or breaking of a gate and can be fined up to \$500.00 for destroying a MLPOA gate.
  - f. If a member sells their property/lot all keys issued must be turned over to the new owner and the new owner is responsible for obtaining the keys from the previous owner.
- Rule 3 Additional gate keys in excess of six, require Board of Directors' approval. The request must be submitted either in writing with date, owner, lot number, number of keys, and justification, or a personal appearance by the owner of record at any Manor Lands monthly Board of Director's meeting. A schedule of meetings can be obtained from any Board member or the Manor Lands Website. After board approval, additional keys will be issued at actual cost plus \$25.00 per key.
- Rule 4. All impounded keys will be returned to owner upon payment of a fifteen dollar (\$15.00) fine.
- Rule 5. A member may have no more than two lost and replaced keys at actual cost plus \$25.00 per key.
- Rule 6. Lock boxes on or near a Manor Lands fences or gates are not permitted. Lock boxes found on or near the gates will be removed and the keys will be impounded. A \$50.00 fee will be paid by the owner of the key(s) before being returned.

#### J. RECREATIONAL VEHICLES REGULATION

DEFINITION: Recreational vehicles (RV) are defined as motorcycles, three and four wheel ATV's, off road vehicles (ORV) and snowmobiles.

- Rule 1. Within Manor Lands, all RV drivers shall be subject to all applicable State laws regulating RV operation including, but not limited to, age, helmets, and certification.
- Rule 2. All RV drivers under the age of sixteen (16) shall wear protective headgear while using Manor Lands roads.
- Rule 3. All RV's shall be required to enter Manor Lands through one of the main gates.
- Rule 4. All RV's shall display the Manor Lands' Lot Number tag.
- Rule 5. Within Manor Lands, all RV's shall be operated only on the owner's property and/or Manor Lands' roads.

#### K. ROAD REGULATION

- Rule 1 GENERAL: The managed roads within Manor Lands belong to the paid members of Manor Lands and do not belong to any individual or group. All roads, except Wilderness Road, have a platted right-of-way of at least 30 feet and are maintained, where possible, to a width of 20 feet with a five foot utility easement on each side of the road. Wilderness Road has a right-of-way of at least 50 feet and shall be maintained, where possible, to a width of 30 feet with a ten foot utility easement on each side of the road.
- Rule 2: EMERGENCY VEHICLE ACCESS: For access by emergency vehicles all dead-ends require either a sixty foot (60') diameter turnaround or a fifteen foot (15') x sixty foot (60') hammerhead.
- Rule 3: PRIVATE WATER LINES ON MANOR LANDS ROADS. A written proposal for the installation of underground waterlines that will disrupt the integrity of MLPOA maintained roads must be presented to the MLPOA Board of Directors prior to installation. A written request will be presented to the Board of Directors and shall contain three sets of detailed drawings and plan specifications of the proposed installation. Also, the proposer shall provide electronic copies of the plans and drawings, and a geographic information system (GIS) compatible shape-file of the proposed installation. This information shall be presented to Board of Directors prior to beginning of any work.

- Rule 3a. MATERIAL DISPOSAL: Any brush, trees, debris, material etc., that are cut will be disposed of and not left in the road or its right-of-way. Rocks that may be dug up by a plow, trencher, tractor, backhoe or any other equipment must be disposed of properly and the hole filled with gravel or roadbase. All services to be performed shall not interfere nor hinder the normal flow of traffic.
- Rule 3b. DAMAGES: Prior to any digging on MLPOA maintained roads the proponent shall contact Blue Stakes and all underground utilities within the road right-of-way must be identified. Any damages to the roads or its right-of-way shall be repaired by the individual, or their contractor, to the original condition and to the satisfaction of the Board of Directors. The cost of repair to buried utility lines, i.e. telecommunication lines, shall be born by the proponent.
- Rule 3c. DEPTH OF UNDERGROUND WATERLINES: The depth of underground waterlines shall be no less than forty-eight inches (48") deep and shall be encased in impact resistant material. Water lines that run parallel to the road may be placed within the right-of-way; or where considered necessary but no more than two feet (2') from the edged of the graded road into the road.
- Rule 3d. LIABILITY: Neither the MLPOA nor its Board of Directors shall be held liable for any damage to any underground waterline if the above conditions are not met.
- Rule 4. The Speed limit on all Manor Lands' Roads shall be a maximum of 15 miles per hour. During inclement weather or when road conditions dictate the maximum speed limit shall be what common sense dictates.
- Rule 5. Maintenance, snow plowing, and grooming for snowmobile activities of MLPOA maintained roads shall only be authorized by the Board of Directors. If an individual damages a road as a result of unauthorized maintenance, snow plowing or grooming of snowmobile trails, then that individual shall be held accountable for the damages and fined \$50.00 plus costs of repairs. If money is available and authorization obtained by the Board of Directors an individual may be paid at a rate not to exceed \$80 per-hour to perform maintenance, plowing or grooming of MLPOA maintained roads. If an individual uses MLPOA equipment to perform maintenance, plowing or grooming of MLPOA roads the rate shall be \$50 per-hour.
- Rule 6. Any person who parks on Manor Lands maintained roads at any time, causing obstructive passage or potentially unsafe conditions may be fined \$50.00 and held liable and responsible for any accidents or damage to other personal property they may cause.
- Rule 7. Manor Lands leases portions of various lots from members for the purpose of providing parking to MLPOA members during winter conditions; i.e. snow closes roads. MLPOA members may utilize these areas to park ATVs, snowmobiles, and associated trailers for hauling said vehicles, and POV's for a maximum of 10 days. Beyond 10 days the member must complete a written "Parking Agreement" with the Security Guard and the property owner of the parking area. Neither the property owner of the parking area, the Caretaker/Security Guard, nor MLPOA shall be held liable or responsible for any loss or damage to the personal property of those persons using the parking area. These parking areas must be kept free of trash and debris. The owners of these lots have the right to close them at any time.
- Rule 8. MLPOA members shall be held liable for any damage they or their guests, contractors, builders, etc cause to any Manor Lands maintained road.
- Rule 9. The MLPOA Board of Directors does not authorize the Caretaker/Security Guard to tow inoperative or pull out stuck vehicles at any time of the year. If assistance is requested of the Caretaker/Security Guard to help remove or tow inoperative vehicles utilizing MLPOA equipment then the owner of the vehicle must reimburse MLPOA for the Caretaker/Security Guard's time and use of MLPOA equipment.
- Rule 10. During winter any driver who travels past the barricades in a POV (other than an ATV, snowmobile, or snowcat) on unplowed roads may be fined \$50.00. The individual will also be held liable for any damage to Manor Lands maintained roads.

#### L. IRRIGATION DITCHES REGULATION

- Rule 1. No irrigation ditch shall be dammed or the water flow therein impeded in any way.
- Rule 2. No water shall be diverted or removed in any way, either in whole or part, from any irrigation ditch.
- Rule 3. No waste or debris is to be placed in any irrigation ditch or the water therein.

Rule 4. It is the members' responsibility to repair any damage they or their guests, contractors, builders etc, cause to any irrigation ditch and to return the ditch to its original condition.

M. SECURITY REGULATION

Rule 1. Members shall complete a written "Security Agreement" with the Security Guard authorizing access and requesting security checks to property while the owner is absent.

N. NUISANCE REGULATION

Rule 1. Noxious or offensive activities shall not be carried on upon any lot nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood.

O. VIOLATION REGULATION

Rule 1. Violators of the Restrictive Covenants, Bylaws, and Rules and Regulations shall be assessed a fine by the Board of Directors commensurate with the violation and damage resulting.

Rule 2. Fines will be added to members' dues or billed to non-members. If not paid, legal action may be taken.

Rule 3. Appeals may be made to the Board of Directors in writing and/or in person prior to court action being instituted.

Rule 4. All Summit County court action will be filed in Park City, Utah.

P. ABANDONED VEHICLES AND TRAILERS REGULATION

DEFINITIONS:

TRAILERS: Any travel trailer, camper, 5th wheel or mobile home is considered a 'trailer' for purposes of this regulation.

VEHICLE: A machine propelled by power other than human power designed to travel along the ground or snow by use of wheels, treads, runners or slides and transport persons or property or pull machinery and shall include, without limitation, automobile, truck, trailer, motorcycle, ATV, UTV, snowmobile, tractor, buggy and wagon.

If a vehicle or trailer has been left to deteriorate it shall be considered abandoned. If said trailer has broken windows, broken doors or is in a dilapidated condition it will be determined to be a health, environmental or safety hazard.

Rule 1. Manor Lands Property Owner's Association does not allow abandoned trailers to be left on any lot within the boundaries of the Association. It will be the responsibility of the property owner of that lot where the abandoned trailer sits to take corrective action to either make the trailer habitable or remove it from Manor Lands Property Owner's Association. All costs associated with this will be the responsibility of the property owner.

Rule 2. After a violation has been identified to the Manor Lands Property Owner's Association Board of Director's as being possibly abandoned, a determination from the board members will be made by a review committee of no less than 3 members. This committee will visit the site and inspect the trailer. If the committee feels the report is valid, pictures will be taken to document their decision.

Rule 3. The pictures will be presented at the next regularly scheduled monthly Board of Director's meeting and a determination will be made by the Board as to whether this trailer has been abandoned. If they agree, a letter will be sent to the current owner on record advising them they have 90 days to either make the trailer habitable or have it removed from Manor Lands property Owner's Association.

Rule 4. If after 90 days neither of these recommendations has been accomplished, the Board of Directors will contact the appropriate Summit County Department and request their involvement to have the trailer removed.

Rule 5. Removal of the trailer or making it habitable is the sole responsibility of the owner of the lot where the trailer is residing. Furthermore, if the matter is turned over to Summit County Health Department, the owner of the lot where the trailer resides shall be responsible for all fines or penalties assessed by Summit County.

Rule 6. Abandoned Vehicles



1. Abandonment: No person shall abandon any vehicle within Manor Lands and no person shall leave any vehicle at any place within Manor Lands for such time and under such circumstances as to cause such vehicle reasonably to appear to have been abandoned. A vehicle shall be considered abandoned if it is non-operational and its registration is more than six (6) months past due.
2. Leaving Wrecked, Non-operating Vehicle on roads: No person shall leave any partially dismantled, non-operating, wrecked or junked vehicle on any Manor Lands maintained road within Manor Lands.
3. Time Limit on Private Property: Partially dismantled, non-operating, wrecked, junked or discarded vehicles cannot remain on private property longer than thirty (30) days; except that this subsection shall not apply with regard to a vehicle in an enclosed building; or to a vehicle in an appropriate storage place or depository maintained in the lawful place and manner by Manor Lands.
4. Responsibility: Removal of a vehicle is the sole responsibility of the property owner of the lot where the vehicle is located. If the vehicle is not removed within the time limit stated above the matter will be turned over to the Summit County Sheriff's Department. The owner of the lot where the vehicle is located shall be responsible for all towing charges, fines or penalties assessed by Summit County.
5. Authorization: The Summit County Sheriff or any member of the Summit County Sheriff Department is hereby authorized to remove or have removed any vehicle left on any Manor Lands maintained road or on a lot within Manor Lands which reasonably appears to be in violation of this rule or be lost, stolen or unclaimed be disposed of in accordance with the laws of the State of Utah and Summit County. The owner of the vehicle shall be responsible for all towing charges, fines or penalties assessed by Summit County.

#### Q. STATE AND COUNTY REGULATION

Rule 1. All Utah State and Summit County laws, ordinances, rules, regulations, codes and statutes are in force at Manor Lands and apply to all Manor Lands Property Owners Association members and their guests, visitors, family members, contractors, builders, etc at all times.

#### R FUNDS REGULATION

Funds are to be established to provide financial strength and stability to the association and to avoid the necessity of large, special assessments against the members; the purpose of the funds, the procedures for placing monies into the funds and the maximum balance that can be accumulated in the funds are defined within. Budgetary information can be provided upon request to a member in good standing.

##### Rule 1. Operating Fund

1. This fund is allocated by being presented and voted on at the Annual Membership Meeting one year in advance. For example, the 2020 budget is presented at the 2019 Annual Membership Meeting. This fund includes the anticipated daily and monthly costs associated in running MLPOA. It includes fuel costs, ordinary repair and maintenance costs of equipment, yearly allocation towards Roads Fund, expenditures for professional fees of bookkeeping and legal expenses, general administration costs to include insurances and payroll, etc.

##### Rule 2: Reserve Fund

1. This fund is governed by the UTAH State Code, Title 57 Real Estate, Chapter 8a Community Association Act, Part 2 Administrative Provisions, Section 211 Reserve Analysis. This Code states "Reserve funds" means money to cover the cost of repairing, replacing, or restoring common areas and facilities that have a useful life of three years or more and a remaining useful life of less than 30 years, if the cost cannot reasonably be funded from the general budget or other funds of the association. It must be annotated in the yearly budget approved by the membership at the Annual Meeting. We currently have one common area and three facilities

belonging to MLPOA. They include the Caretaker Cabin, Reynolds Fire Station, Code Equipment Building and the adjacent parking lot.

2. The following items have been identified to be additionally held within the Reserve Fund:
  - a. Business, Auto and Liability Insurance deductibles
  - b. One year Caretaker wages
  - c. One year Equipment, Facilities and Liability Insurance Premium
  - d. One year Workman's Comp
  - e. One year County Property Taxes
  - f. One year Payroll Taxes
  - g. One year CPA expenses
3. A reserve analysis will be conducted no less frequently than every six years. A review and, if necessary, update of a previously conducted reserve analysis is to occur not less frequently than every three years.
4. The Manor Lands Treasurer shall include a Reserve Fund line item in the end of year report showing the current balance of monies within the Reserve Fund.
5. The Reserve Funds may not be used for purposes not covered in the Reserve Analysis.

#### Rule 3. Perpetual Roads Fund

1. A perpetual roads fund is to be maintained by the board of directors of the association. The purpose of which will be strictly in support of repairing and maintaining Manor Lands Roads. The yearly budget comprises of a line item entitled Roads. It is currently broken into separate areas of Road Base & Gravel, Road signs & Gate, and Snow Removal. At the beginning of the year money is allocated in these categories. At the end of the calendar year, any residual Roads money is rolled into the Perpetual Roads Fund and carried into the next year. In formulating the budget each year, the Manor Lands Treasurer shall include a Perpetual Roads Fund line item showing the balance in this fund. The amount of the Perpetual Roads fund is not to exceed \$50,000.
2. The perpetual Roads Fund may not be used for purposes other than maintaining and repairing Manor Lands Roads.

#### Rule 4. Contingency Fund

1. This fund sets aside monies for major repair, replacement of equipment or a specific major project that needs to occur. It includes major repair and replacement of such items as the ATV, Truck, Grader, Backhoe, Brush Truck and any other equipment purchased by MLPOA. Major repairs are considered those in excess of amounts set aside in the operational budget fund. Major projects can include large ticket items such as replacing carpet in the Caretaker Cabin, re-drilling the well, or other large ticket items.