

SITE IMPROVEMENT POLICY – BEGINNING SECTION

SKP Park of the Sierras
BOARD POLICY

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Document No. P-10
Revision No. 8
Approved by the Board: 21 July 2020

1. INTRODUCTION

- 1.1 This is a board policy with Site Committee responsibility for administration. Revisions to this policy shall require the approval of a majority of directors.
- 1.2 Each site is equipped with an 8 X 20-foot concrete pad or wooden deck and a 9 by 12 foot wooden shed. Each site is provided with a utility pedestal that has an electric meter and has a 30- and 50-amp connection for 120V power as well as a 20-amp ground fault receptacle, telephone, cable TV, internet connection, sewer, and water. Power from a 20-amp breaker runs underground from the pedestal to the shed.
- 1.3 Sites are owned by SKP Park of the Sierras, Inc. and occupied by Park members. Members may improve the sites they occupy if they comply with the standards noted in this policy.
- 1.4 The purpose of this policy is to ensure the health and safety of the Park while preserving the Park's natural beauty. Because no two sites are alike variances will not be uncommon in application of this Policy. The Site Committee (Site) is encouraged to find the best solution for each application and not necessarily the solution that most rigidly fits these standards.
However, any deviation from design or abnormal application not covered by P-10 shall require approval by the board liaison in consultation with the Board of Directors. A quorum vote (5) of the Board shall be required for approval. A member may also appeal to the BOD any proposed modification turned down by Site.
- 1.5 See Section 7, Glossary of Terms, for definitions of terms and acronyms used in this Policy.
- 1.6 This Policy is to be administered by the Site Committee. The Committee will keep the BOD, through the Board Liaison, apprised of any significant conflicts that arise from the application of this Policy.
- 1.7 Except where otherwise specified in this Policy, Site approval requires the signatures of two committee members, one of which must be the committee chair or vice-chair and may not be the requesting member.

2. MEMBER RESPONSIBILITIES

- 2.1 Members are responsible for the reasonable care of their site and shed.
 - 2.1.1 Keep the shed free of dirt buildup or obstructions around and under to provide good airflow. Tree limbs shall be kept off the roof and the roof kept free of mildew.
 - 2.1.2 Provide drainage to divert water away from the pedestal and shed, and generally keeping the site in good repair.
 - 2.1.3 Maintain adequate gravel in the RV area.
- 2.2 Site boundaries are identified by reinforcing rods topped by protectors (mushrooms). If marker location is questioned, Site shall determine the correct placement.

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- 2.3 Utility pedestals, transformers, and telephone utility boxes located throughout the Park are to be left as originally installed. They shall not be obstructed in any way, or painted, or enclosed in any manner, or have plantings of flowers or shrubs around them. Nothing may be attached by screws or otherwise affixed to the pedestal. Access is required at all times for POS Maintenance and reading electric meters.
- 2.4 Extension cords may be plugged into the pedestal for temporary and reasonable needs. Pedestals must have a three-foot clearance, effective 7/20/2020, on all sides. (CA Title 25 § 2183, "Access to Electrical Equipment").
- 2.5 It is not allowed to use both the 30-amp and the 50-amp power outlets on the pedestal. Electrical service for enclosures (a room added to the side of an RV) or other long-term uses must come from the RV electrical system and not the pedestal. (CA Title 25 §2352 Electrical Feeder Assembly).

3. IMPORTANT CONSIDERATIONS

- 3.1 Member is solely responsible for any personal or property taxes, including penalties and interest, which may result from site improvements.
- 3.2 Enclosures and sheds shall not be equipped with any kind of sleeping, kitchen, or bathroom facilities. *This is a CA Title 25 requirement.*

4. APPROVAL AND PERMIT REQUIREMENTS

Most Site modifications require approval by Site *Committee*. Some *modifications* also require approval by neighbors and/or the Maintenance Committee. The member is responsible to apply for any Building Permit that may be required.

The chart on page 3 may be helpful.

Select appropriate Addendum(s) A through K

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DESCRIPTION	APPROVAL AND PERMIT REQUIREMENTS				
	SITE COMM. APPROVAL REQUIRED	NEIGHBOR APPROVAL REQUIRED	ADDENDUM	MAINT. COMM. APPROVAL REQUIRED	HCD PERMIT REQUIRED
AWNINGS: Attached, hard top	Not permitted	Not permitted	Addendum C.1.6	Not permitted	Not permitted
Freestanding Soft-Top	See Addendum	NO	Addendum C.1.7	NO	NO
Freestanding Hard-Top	See Addendum	NO	Addendum C.1.8	NO	YES
CARPORTS: Soft top	See Addendum	YES	Addendum C.2	NO	NO
Hard top	See Addendum	YES	Addendum C.2	NO	YES
CONCRETE, POURED:	YES	NO	Addendum B.1	NO	SEE ADDENDUM B
DECKS and PORCHES:					
Member built/contracted decks	YES	YES	Addendum D	NO	YES
Corporate Decks	YES	NO	Addendum D	YES	YES
DRIVEWAYS and PAVING STONES:					
Paved	YES	NO	Addendum H	YES	NO
Non-Driveway	NO	NO	Addendum H.1.3	NO	NO
FENCES:	See Addendum	Addendum F (DISCOURAGED)			
GAZEBOS: Portable	NO	NO	Addendum C.3.7	NO	NO
Rigid	YES	Maybe	Addendum C, 3.4	NO	Maybe
HOT TUBS:	YES	SEE: B.2.6	Addendum B.2	YES	NO
LANDINGS:					
Less than 12 square feet in area	YES	NO	Addendum E	NO	NO
More than 12 square feet in area	YES	NO	Addendum E.1.2.2	NO	YES
LANDSCAPING:	NO	,	Addendum G.1.5	NO	NO
PET ENCLOSURES:	YES	NO	Addendum F.1.3	NO	NO
PRIVACY SCREENS:	YES	SEE: F.1.4	Addendum F.1.4	NO	NO
RAMPS and HANDRAILS:	YES	NO	Addendum E.3 & 4	NO	YES
SHEDS: Window modification	YES	NO	Addendum I	YES	NO
Receptacle circuit Installation/alteration	YES	NO	Addendum I	YES	NO
SKIRTING, RV:	See Addendum	NO	Addendum J	NO	NO
STAIRWAYS and HANDRAILS:					
Less than 30" high	YES	NO	Addendum E	NO	NO
More than 30" high	YES	NO	Addendum E.2 & 4	NO	SEE: E.2 & 4
UNDERGROUND ADDITIONS:	YES	NO	Addendum K	YES	See: K
WALLS, RETAINING					
Less than 7" (considered a border)	NO	NO	Addendum A.1.2	NO	NO
Less than 4'	YES	NO	Addendum 1.1.4	NO	NO
More than 4' high	YES	NO	Addendum A	YES	YES

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5. APPROVAL PROCEDURE

- 5.1 The Member shall submit Form POS 2.7 to the Site mailbox with neighbors' approval signatures, if required. Plans must clearly identify the changes being proposed and include drawings stating dimensions, construction details, size, color, placement on the lot and distance from patio, shed or utility pad (whichever is closer). No work may be started prior to Site Committee approval. Some improvements/modifications may require HCD Permit.
- 5.2 Upon receipt of this completed form, at least two members from Site will visit the site and go over the requested improvements or modifications. If everything meets P-10 standards, a copy of this signed form will be placed in the requester's mail box. *If the requested site improvement fails to meet the requirements of P-10, Site Committee shall complete page 2 of the form (POS-2), to include specific P-10 citations, and place a copy in both the requester's mail box and the Site liaison's mailbox. Members shall have the option of proposing a new site improvement or seek reconsideration using the process explained on form POS-2.* Note: Project approval expires six (6) months after the site plan approval date. The BOD and/or Site Committee may grant an extension upon written request.
- 5.3 If a State building permit is required, the Member must apply for a building permit. The permit must have Park of the Sierras listed as the Primary and the member as the Applicant. The PM will sign a properly completed permit application as the Park's representative. Government approval requirements are subject to change from time to time. It is each member's sole responsibility to confirm government requirements with the appropriate agency, to submit the application to the proper State agency and to confirm government requirements. POS is not responsible for processing this application. A copy of the approved permit shall be submitted to the PM and to Site, and only then shall construction begin.
- 5.4 Any changes to an approved Form 2.7 shall be submitted to Site before any such improvement or modification is begun.
- 5.5 Two Site Committee Members or where maintenance is required, one Site Committee Member and one qualified member from maintenance shall verify that the finished construction is in accord with the approved site improvement plan. The member may be required to correct any conditions not consistent with P-10 before final approval is given. Site shall archive completed plans and inspection reports in member's site file. The member shall be provided with a signed copy.
- 5.6 Member may be required to remove work that does not meet P-10 standards.
- 5.7 The member may appeal to the BOD any proposed plan turned down by Site.

6. SPECIFICS

- 6.1 **POS 2.7 AND INDIVIDUAL ADDENDUMS ARE AVAILABLE ON THE CLUBHOUSE WALL.**
 - (POS 2.7) **Site Improvement and Modification Form**
 - (Addendum A) **Walls (retaining)**
 - (Addendum B) **Concrete (poured) and Hot Tubs**
 - (Addendum C) **Awnings, Carports, Gazebos**
 - (Addendum D) **Decks and Porches**
 - (Addendum E) **Landings, Stairways, Ramps and Handrails**
 - (Addendum F) **Fences, Pet Enclosures, Privacy Screens**
 - (Addendum G) **Landscaping**
 - (Addendum H) **Driveways and Paving Stones**

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| (Addendum I) | Shed Modifications |
| (Addendum J) | Skirting |
| (Addendum K) | Underground Additions |

If your site modification request has been denied and you disagree, the proper recourse is to file a written appeal to the Board of Directors.

7. GLOSSARY OF TERMS

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| 7.1 | Awning | Free-standing covered structure, standing next to an RV |
| 7.2 | Carport | Free-standing covered structure, open on sides, for vehicle parking. |
| 7.3 | Composite Lumber | Structural material made of plastic within which a fibrous material is embedded. |
| 7.4 | Corporate Deck | Any deck built by POS usually due to steep terrain issues. |
| 7.5 | Form POS 2.7 | Site Improvement and Modification Application Form. |
| 7.6 | Gazebos, Pop-Ups,
Umbrellas,
Shade Cloths | Shade structures offer an open view of the surrounding area and are typically used for relaxation and entertainment but not for storage, These “structures” do <u>not</u> require Site Committee approval. |
| 7.7 | Guardrail | A building component or a system of building components located near the open sides of elevated walking surfaces that minimize the possibility of a fall from a walking surface to the lower level. [CA Residential Code §R202]. |
| 7.8 | HCD | State of California, Department of Housing and Community Development. |
| 7.9 | Neighbor | Member who is affected by a proposed site improvement or modification, or one whose view corridor is obstructed. |
| 7.10 | Site | Site Improvement Committee. |
| 7.11 | Utility pedestal | Cement pad, containing electric service outlets and water, sewer, phone, and cable connections. |

By Board Vote, Approved by 6 or more Members on: 21 July 2020

Document Control Pat Dunford Date _____

President Gary Grigsby Date _____