



# Policies

Cinnamon Lake Association  
1443 Laurel Drive  
West Salem OH 44287

(419) 945-2521

[www.cinnamon-lake.com](http://www.cinnamon-lake.com)  
email: [info@cinnamon-lake.com](mailto:info@cinnamon-lake.com)

Revised  
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Note: The online policies supersedes any previous or printed copy.

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## Introduction

Welcome to Cinnamon Lake, a private, deed restricted, homeowners association community.

Cinnamon Lake Association, Inc. is governed by a three to seven-person, volunteer, Board of Directors elected by the membership. A number of full time and part time personnel are employed to take care of the daily operations of the Association. By acceptance of a deed to property in Cinnamon Lake, owners agree to follow the Policies and the Association's Declaration of Covenants, Conditions, and Restrictions (CC&Rs) and By-Laws. Cinnamon Lake also regulates its own architectural and property building code.

The objective of these policies is to help preserve, maintain and enhance Cinnamon Lake as a special place to live. These policies do not replace our CC&Rs, Bylaws, and Amendments. It is simply an enhancement of them in an easy-to-read format.

Therefore, if there is an inadvertent discrepancy between what is expressed in these policies and the legal documents, the legal documents will govern. You can obtain them from our website at [www.cinnamon-lake.com](http://www.cinnamon-lake.com). If something should arise that is not covered herein, you can contact the Office at 419-945-2521 or email [info@cinnamon-lake.com](mailto:info@cinnamon-lake.com) for assistance.

Owners should receive a copy of the CC&R's Bylaws and Policies from the seller at the time of purchase. If you do not have these copies, again, you may obtain them from our website at [www.cinnamon-lake.com](http://www.cinnamon-lake.com) or the Office. We may add, delete and revise guidelines and policies from time to time to update current information.

Cinnamon Lake Association's authority to enforce the rules and restrictions resides in Ohio Revised Code Chapter 5312, the Articles of Incorporation, the Cinnamon Lake Association Declaration of Covenants, Conditions and Restrictions and the Cinnamon Lake Association Bylaws. Policies are made by the Board of Directors complementing the CC&R's and Bylaws restrictions. CC&R's Article 9, Article 15, Article 20; Bylaws Article 5, Section 1.

Cinnamon Lake is unique in that this rural community has the full range of utilities available that would normally be found in a suburban environment. Lorain County Rural Wastewater District (LORCO) provides the community with its sewer service. Rural Lorain County Water Authority (RLCWA) provides water service. Ohio Edison provides electric service. Phone Service (landline) is provided by Frontier. Natural gas service is provided by Consumer Gas Co-Op. Cable and internet service is provided by Spectrum. Any utility issues or concerns should be addressed with the respective utility services. (See phone numbers below.)

### Important Phone Numbers

|                           |              |                            |              |
|---------------------------|--------------|----------------------------|--------------|
| Cinnamon Lake Office      | 419-945-2521 | Water – Rural Lorain Water | 800-842-1339 |
| Cinnamon Lake Front Gate  | 419-945-2382 | Sewer – LORCO              | 440-647-4882 |
| Cinnamon Lake Maintenance | 419-945-2687 | Gas – Consumer Gas Co-Op   | 330-682-4144 |
| Electric – Ohio Edison    | 800-633-4766 | West Salem Post Office     | 419-853-4023 |
| Phone – Frontier          | 800-921-8101 | Sheriff (non-emergency)    | 419-289-3911 |
| Cable – Spectrum          | 877-904-8527 | Sheriff – Emergency/Fire   | 911          |

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## **General Information**

### Association Responsibilities.

The Association maintains the common areas, roads, restrooms, lodge, tennis court, basketball court, beach, docks, pool, pavilions, campground, the gate house and gate systems and any other buildings and areas owned by the Association. It is our goal to complete maintenance and repairs promptly. However, many factors may affect the maintenance and repair schedule, such as weather and budget priorities. All service requests must be submitted to the office and appropriate work orders need to be filled out. This is not intended to reduce or refuse service but as an administrative procedure to ensure that all authorized work is properly performed.

### Member Responsibilities.

1. Members are required to maintain, repair or replace any and all structures on their lot. This includes but is not limited to exterior maintenance, such as lawn mowing, landscaping and general upkeep of all structures. Any drainage or culverts on a member's lot shall be maintained by the member. All members are to comply with the CC&Rs, Bylaws and Policies. Members may not give work instructions to any Association employee directly.
2. Each member is responsible for compliance with Cinnamon Lake's Policies. Members are also responsible for family members, guests, tenants, occupants and contractors. The ultimate responsibility for the payment of any fines assessed for violations rests with the responsible member. Failure to pay fines within the time period provided may result in interest and late charges being assessed. A small claims filing, or possible lien may be filed against any lot(s) owned by that member, or other personal property owned. Any legal fees incurred will be the responsibility of the member.
3. As a condition of being issued a building permit, members shall sign an agreement accepting responsibility for the contractors' and subcontractors' compliance with the Architectural and Property Guidelines and agree to pay any fines assessed against any of those individuals, to include damage to the roads as a consequence of construction.
4. Vendors, suppliers and others conducting business within the subdivision are likewise responsible for complying with all Regulations and the payment of any fines levied hereunder. Such individuals may be prohibited from entering the subdivision for so long as they fail to pay any fines imposed.

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## Policies

**Administration:** The Board of Directors establishes policies guided by Ohio Revised Code Chapters 5323 and 1702, the Cinnamon Lake Association Articles of Incorporation, the Cinnamon Lake Declaration of Covenants, Conditions and Restrictions and the Cinnamon Lake Association Bylaws. Day-to-day management and execution of policies are the responsibility of the Board of Directors and followed by paid staff. Committees, and also volunteers, help the Board fulfill its responsibilities. [CC&Rs Article 9 (The Cinnamon Lake Association), Article 15 (Effect of Grantee's Acceptance of deed, etc.), Article 20; Bylaws Article 5 (Powers and Duties), Section 1 (Powers).]

**Architectural & Property Guidelines:** Cinnamon Lake Association uses the Ohio Residential Building Code as the basis for minimum home building requirements. A building permit must first be obtained at the Cinnamon Lake office during regular business hours and approved by the Cinnamon Lake Association prior to new construction or modification of any structure within the Development. Check with the office prior to any exterior work to verify if there are any permits or Environmental approvals needed, such as roofing, siding colors, tree removal, etc. Any changes to any existing structure must be pre-approved by the Environmental Control Committee prior to the start of construction. Anyone requesting a building permit with Cinnamon Lake must have their accounts current in order to apply for permits. Permits are good for 6 months from the date of the permit approval. If extensions are necessary, two, three-month extensions are available for a fee (See list of Fees on website). If both extensions are used, you may be required to reapply for a new permit and go through another pre-construction permit process. The first security deposit is non-refundable.

### **A. Permit Processing for Approval:**

1. All trees for removal must be clearly marked.
2. The building(s) are to be staked out with proper setbacks.
3. All driveways must be staked out.
4. Side lot pins need to be located and marked with string.
5. The building footprint(s) must be shown on plot map.
6. The survey must be completed and presented to the office.
7. The required building permit fee must be paid.
8. A green 911 address sign will be placed on the lot and lakeside.
9. Paperwork to be included with application:
  - a. One set of construction drawings, to include:
    1. Foundation Plan
    2. Floor Plan
    3. Four (4) elevations drawings and two (2) elevations for a detached garage.
    4. Cross Sections
    5. Location of downspouts, sewer and water lines, any culvert over 12 inches or drainage pipe, underground utilities including Geothermal indicated on plot map.
  - b. A professional lot survey of the property is to include elevations and benchmark horizontal control points.
  - c. Color samples of roof & siding choices.
  - d. Bank or loan confirmation letter or \$5,000.00 building deposit.
  - e. A Pre-Construction Meeting takes place after the plans have been reviewed. The Environmental Committee, the new owner and the builder are required to attend.

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- f. After Cinnamon Lake approves the application, contact Jackson Township for a zoning permit. Jackson Township Zoning, 799 Co Rd 175 West Salem, OH 44287. Their website is: [jacksontwpohio.com/zoning](http://jacksontwpohio.com/zoning).
  10. Commercial Property – From the beginning of Cinnamon Lake, there are two commercial properties in the development designated by the Association as commercial properties, the sewer and water plant and buildings on route 620 near the front gate. The Board of Directors may designate other commercial areas determined to be appropriate for the development. Any new structures on these properties require a CLA Commercial Building Permit. All of the requirement in this policy that are pertinent to the new structure apply.

## **B. Construction Specifications and Requirements**

1. All tree stumps must be removed or ground to level within the permit time frame.
2. 1200 minimum square feet of above grade living space with a minimum 4/12 roof pitch and a maximum of 18/12. Flat roofs, modular or manufactured homes are not permitted. Garage measurements are not included in the required square footage.
3. Garages - All new homes must have an attached or detached garage with these specs.
  - a. Size: Minimum - 14x20, Maximum 28x32.
  - b. Must have a roof pitch to match the house.
  - c. Wall height: Maximum 10 feet.
  - d. Roof height of a detached garage/pole barn cannot extend 15 feet or be higher than the house roof. The peak cannot be higher than 15 feet or 5/12 pitch.
  - e. Only two garages are permitted with a home, even if multiple lots are owned. If you have two garages at least one must be attached to the house.
  - f. All garages are required to have cement floors.
  - g. Sheds - Only one (1) shed is permitted per home, (1) additional shed if lots are married together. Maximum size: 12x16 with approved anchors.
4. All lots must have a professional survey showing property lines, elevations and benchmarks and topographical map/survey. A copy must be provided to the office before work starts. A professional survey is not required for a shed unless the environmental committee determines on is necessary due to the shed location.
5. Down spouts are to be installed and inspected before final grade. This includes new buildings, additions, garages, etc. Downspouts must run to the ditch or lake.
6. Sewer - A sewer clean-out and back flow preventer must be installed on the line between the house and the street connection. LORCO requires you to put in a new sewer tap. You cannot use any existing taps. You are required to bore under the roads and not dig up the roads. Any road damage is the responsibility of the builder and/or homeowner to pay for any replacement or repairs. (See Attachment “A”, “LORCO Sewer Tap Guideline Drawings” at the end of these policies).
7. Preapproval is required for all siding.
8. No industrial buildings or used structures or building material are permitted without prior environmental committee approval.
9. Fencing of property or car ports are not permitted. Privacy screens may be allowed by the Environmental Committee providing adherence to the following:
  - a. The Patio Screen may begin no more than 4 feet from the house.

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- b. The privacy screen may not be erected on property lines and must comply with setback requirements.
    - c. The screen may not be erected in front of the home and must be a permanent structure, temporary canvases or other materials are not permitted.
    - d. A maximum of 2 sides of the patio may be screened and must have a finished appearance towards the neighbor, and not block the neighbors view of the lake.
    - e. Privacy Screen Specs: max height 6 feet 2 inches, max length 8 feet or end of patio.
    - f. Posts must be permanently anchored.
    - g. The siding material for patio screens must be preapproved by the Environment Committee.
  10. Colors – must be approved by the environmental committee and blend in with the natural environment. Roofing, no white or bright colors, Siding, no white or bright colors, Trim, no bright colors.
  11. Set Back Requirements:
    - a. Front: 30 feet from road right of way, front lot pins.
    - b. Side: Not less than ten (10) feet from side lot line.
    - c. Rear: Twenty (20) feet or 25% of lot depth, whichever is smaller.
    - d. Corner or lake lots are an exception.
  12. Variances - The Environmental Committee may recommend to the Board of Directors reasonable variances or adjustments of these Restrictions where literal application thereof would result in unnecessary hardship. Any such variance or adjustment shall be granted in conformity with the general intent and purposes of these policies and procedures, and that the granting of a variance or adjustment will not be materially detrimental or injurious to other lots in the Development. The decision by the Board of Directors is final.
  13. Swimming Pool Structures - Private residential pools are allowed in Cinnamon Lake but must be safely enclosed. Pools are defined as any indoor or outdoor structure, chamber or tank containing a body for swimming, diving or bathing intended for use by the homeowners and their guests. Broadly, in-ground pool enclosures must comply with Chapter 4101, Section 3109.4 through 3109.4.3 of the Ohio Administrative Code (OAC) excepting Section 3109.4.1.5 (Chain Link Dimensions). Chain link fences are not permitted; existing chain link fences are grandfathered until there ceases to be a pool. Any gates must accommodate a locking device, open outward, be self-closing and have a self-latching device with a release mechanism located on the pool side of the gate. Fences must not infringe on lot easements. Above-ground pools must comply with Chapter 4101, Section 3109.4.1.9 of the OAC. If a pool is removed, the pool enclosure must be removed.
  14. Boat Docks may extend only 15 feet into the lake.

#### **C. The Building Process**

1. To ensure quiet times for all Cinnamon Lake residents construction times are from 7:00 A.M. to 9:00 P.M. Contractors are permitted to enter Cinnamon Lake at 7:00 A.M.
2. A construction drive is to be installed for heavy equipment prior to the start of any construction. The construction drive is to be maintained in serviceable condition during all phases of construction.
3. Some type of drive is required upon completion of the home and before occupancy, to prevent mud and debris from entering the road and ditches.
4. Unit and Lot numbers, along with proper permits, must be displayed during construction. The lots must be properly staked off and side lot lines stringed prior to construction. All

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materials and equipment must stay on the building lot itself. Everyone must be careful to respect private property and Cinnamon Lake roads.

5. A port-a-pot is to be on site before groundbreaking and should remain there until the occupancy permit is approved and all final occupancy requirements are complete.
  6. A dumpster is required to be on site after the foundation is complete. The dumpster is to be used for all discarded construction materials. The building site needs to be kept clean of debris at all times.
  7. A silt screen must be in place when necessary to keep all materials from entering the lake.
  8. Any changes from the original submitted plans for additions, colors, materials, size etc., or to any submitted permits must be approved by Environmental Committee prior to implementation along with paying the required change request fee.
  9. Inspections must be conducted by the Cinnamon Lake Association during “The Building Process”, prior to moving forward with additional construction. The owner will be responsible to see that the required timely inspections are requested as per these guidelines. Inspections are to be scheduled with the office at 419-945-2521 at least 24 hours in advance for:
    - a. Footer - to verify set back and sideline requirements.
    - b. Sewer Tap – lateral and connection to house to be inspected before covering. Contact LORCO 440-647-4882.
    - c. Occupancy - before moving in.
    - d. Final - before building deposit is returned.
  10. Work completed without a permit is subject to Environmental Committee review and is subject to any required remediation to meet approved building guidelines. Any construction found in violation of not having the required inspection and/or Additional work has continued, making it impossible for the inspection to be done, will be subject to penalty and fines. The Cinnamon Lake Association has the right to “Red Tag” any construction. The owner and/or builder may each be charged for such actions. Work on any “Red Tagged” site may not continue until written permission is received from Cinnamon Lake.
  11. Loading and unloading equipment and supplies on a curve or hilltop shall require the assistance of traffic control. It is prohibited to park trucks or equipment on streets or right of ways. Track or crawler type vehicles may not be driven on any Cinnamon Lake roads. The owner and/or builder will be responsible for road damage or right of way damage including mud and debris that may occur. The road must be cleaned as needed to keep mud off of roadways.
  12. All dumpsters, materials, debris, and equipment must stay on the lot being built upon and emptied as needed so that it does not become over full. Adjoining lots are not permitted to be used at any time for any reason.
- D. Building Completion** - After the final occupancy requirements are met and before the Deposit is returned:
1. The dumpster and port-a-pot must be removed.
  2. The propane tank must be enclosed or screened as per the CC&Rs.
  3. All decks, railings, steps and entrance ways must be completed.
  4. The final grade must be complete to include the road ditch and approved by the maintenance department and the lawn seeded.
  5. A green 911 address sign must be placed by the road and dock if applicable. House



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numbers may be used in lieu of the road sign and must be permanently affixed to the house and viewable from the road.

6. All construction debris, dead trees or underbrush must be cleaned out and removed.

[CC&Rs Article 1 (Residential Character of the Development), Article 2 (Restrictions Concerning Size and Placement of Dwelling Houses and Other Structures and the Maintenance Thereof.), Article 5A (The Environmental Control Committee), Article 5B (Building Department); Bylaws Article 5, Section 4(a Committees). Motions: 08/2021/51, 04/2022.18, 03/2023/20, 04/2023/35. Revised: 02/04, 03/06, 09/13, 09/15, 02/16, 04/17, 07/17, 09/17, 03/18, 01/19, 03/19, 03/20, 06/20, 10/20, 12/20, 04/21, 08/21, 03/22, 04/22, 03/23, 04/23, 09/23, 08/24, 09/24, 12/24, 3/25.]

**Boat Dock Rental:** Boat docks are for members only and their families. Docks may be rented by members in good standing only and rented on a seasonal basis. The season for dock rental is from April 15<sup>th</sup> to October 15<sup>th</sup> and the seasonal dock rental rate is determined annually and listed on the fee sheet on Cinnamon Lake's website. The dock deck area shall be kept free of any property. Boats and equipment must occupy only the assigned dock space. Members will dock at their own risk, Cinnamon Lake Association will not be responsible for lost, missing or damaged items. Billing for dock rental is March 1<sup>st</sup> and due in 30 days. If not paid by the due date, you may lose your dock space to a member on the waiting list. If a member wishes to change their dock location, they may indicate their wishes to the office with their payment. After the payment due date has passed, if dock spaces are available, the office will review requests for dock changes.

**Boats/Watercraft:** All boats and watercraft must gain entrance to Cinnamon Lake through the main gate. They must arrive when a gate attendant is on duty and stop at the gate. Entering through the back entrance is prohibited. Any boat/watercraft brought into Cinnamon Lake must be quarantined for Fourteen (14) days at the designated impound area before being permitted to be put into the lake or taken to residence. Exception: New watercraft with a current sales invoice that has never been in any water. Only Electric Motors are to be used. All watercrafts shall operate on the lake not exceeding a total of 5HP or its equivalent. Gasoline Motors/Internal combustion motors are prohibited on the lake without proper authorization. Boat/watercraft owners are required under Ohio law to have a valid hull number and registration. If such information is available, it must be provided to the Cinnamon Lake Association for boat identification procedures. All boats/watercraft owned, stored and being used in Cinnamon Lake are required to have a current Ohio Watercraft registration sticker and CLA registration with stickers clearly displayed on both sides of the watercraft prior to April 15 of each year. Members will make sure they have the adequate supply of safety equipment for all occupants on their watercraft, i.e., life preservers, flotation devices etc. All boats/watercraft shall be docked in their approved docking space. It is prohibited to dock a boat/watercraft in an unauthorized area or in another members registered docking space. Cinnamon Lake has Dry and Wet docks available for rent for boats/watercraft. Contact the office to check for availability 419-945-2521.

[CC&Rs Article 4A (L Boating Restriction), Article 20, Section III (Boats).]

**Boats/Watercraft Non-Cinnamon Lake Usage:** Any watercraft that is not going to be used in Cinnamon Lake must be registered with Cinnamon Lake as a non-use watercraft. The required form must be filled out and submitted for approval to the office, prior to the boat arriving at the front gate. The office will issue, at no cost, an annual laminated registration card for each approved watercraft. A fee will be assessed for a replacement card. In January of each year, previously registered watercraft owners will receive a renewal form. It must be returned to the office renewing the non-Cinnamon Lake watercraft prior to April 1<sup>st</sup> to avoid cancelation, which will require the watercraft to be quarantined/impounded each time it enters Cinnamon Lake. All watercraft must enter Cinnamon Lake



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through the main (front) gate. If a gate attendant is on duty, show the attendant the laminated registration card to verify the watercraft information. If arriving after gate attendant hours, enter the development and never let it enter Cinnamon Lake waters. Entering through the back entrance is prohibited. It is prohibited to wash a watercraft/trailer or putting it into Cinnamon Lake while in the Cinnamon Lake Development.

[CC&Rs Article 4A (L (b) Use Sticker), Revised 6/25.]

### **Campground:**

1. The Campground Rental Program is for members only and their guests. Rental can be scheduled and paid for at the office. The fees are determined annually. The Office can inform members if rentals are available. If no rental space is available a waiting list will be kept and maintained at the office and organized by the date of the contact/request. When a rental becomes available, it will be granted on a first come first serve basis according to the waiting list. A limit of one seasonal campsite is permitted per lot owned.
2. To use the campground, a camping permit is required and issued to members only. There are two types of camping permits, daily or seasonal (6 months). If a seasonal campsite is vacated during the season the member must notify the office and specify return date. The Association reserves the right to rent out the campsite on a daily basis until the member returns. When guests are using a member's campsite the member must be present in Cinnamon Lake at all times.
3. There are two areas for camping, one for trailers and one for tents and it must be clearly marked on the campsite request form. Equipment, vehicles, etc. must occupy only the assigned campsite while the permit is in effect. Campers are to stop and check in/out at the front gate as per their approved dated the permit requires.
4. Trailers must be kept on wheels and strictly mobile at all times with the hitch facing the camp-site entrance. Optional trailer/camper tie-downs may be used at their campsite at the camper's discretion. Under no circumstances will the Cinnamon Lake Association be held responsible for the effectiveness and suitability or design of the tie-down system. Member will also assume all responsibility for any damage or destruction to the tie-down system. Additions to trailers or campsites are strictly prohibited except for flies or awnings if they are quickly removable. Antennas of any sort must be part of the trailer or securely fastened to the trailer.
5. Portable platforms are permitted up to a maximum of 4' wide x 8' long and may not exceed the length of the trailer. The platform must be constructed so that no individual piece exceeds in size.
6. Storage is permitted under the trailer and must be covered with lattice work or similar attractive materials. One 4' x 4' x 4' box may be used in addition to under the trailer storage and must be located behind the trailer. No other storage is permitted.
7. Restrooms are provided for the camper's comfort and enjoyment and are to be used in a reasonable manner. The outside spigots are not to be used for car washing or dishwashing. Fish cleaning or dish washing in or around the restrooms are not permitted.
8. All fires must be contained in a fire ring and must be a reasonable distance from the trailer or tent. All fires must be extinguished when unattended.
9. Utility Hook-ups:  
Electric: The individual must use only the electric outlets provided on your assigned campsite. Connections to other power supplies or trailers are not permitted. Use only a wire grounded weatherproof cable with a 3-prong plug to connect to the outlet.  
Water: All connections must be leak free and have a rating of 100 PSI and RVA approved. The supply valve must be shut off when the trailer is unattended.

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Sewer: A donut seal must be used when connecting to the sewer connection. It is prohibited to dump or leak any waste, commonly referred to as either gray or black water or contaminant onto the ground. Grey and black water must be contained in an RVA approved container and emptied into the dump station at the upper campground. A sewer hookup is provided for use at all camping pads. It is strictly prohibited for anyone to tamper with or alter an electrical service box or any utility hook-up connection. If any of these events occur your permit will be cancelled.

10. Camping on or trespassing on the dam is strictly prohibited.

11. Campsite upkeep and guidelines:

- A. All trailers/campers must display the member's lot number on the side of the camper facing the street.
- B. Renter must be at least 21 years old.
- C. Check in time is 2 P.M. and check out time is 12 noon at the Front Gate.
- D. Check in time before 2 P.M and check out after 12 noon may incur an additional fee.
- E. Quiet hours are from 11:00 P.M. until 7:00 A.M. Please be considerate!
- F. At the time the camping fee is paid, the office will issue a dumpster code, which is for your campsite only and not to be given out to anyone. All campers are responsible for taking out their trash. Only trash accumulated during your time camping is permitted as outside trash brought into Cinnamon Lake is prohibited.
- G. If the camper is unoccupied for a long period of time the Air Conditioners must be turned off.
- H. Permanent landscaping or physical improvements of any kind is prohibited.
- I. All campers are responsible for mowing their own camp site.
- J. Boats or trailers are not permitted to be parked at the campground.
- K. Trailers/campers may not be rented to other members or non-members.
- L. A dial out only phone is located at the shower house for emergency use.

[Article 20, Section IV (Campers); Motion 11/2023/71.]

**Census:** A census is taken each year in Cinnamon Lake to keep updated accurate records of members and their families. The information is for the general safety and security of the Association. The names registered on the census form at the office will make sure they receive amenity privileges.

[Motion: 09/2021/56.]

**Committees:** All committees must be approved by the CLA Board of Directors and adhere to the following guidelines:

1. Committees need to provide a report of activities in person and in written format at every Board meeting, reflecting the following:
  - a. Accomplishments since the last Board meeting.
  - b. Plans for current and future activities.
  - c. Budget performance to date.
  - d. "Hats-off" to any volunteers.
  - e. If no activity, it should be noted.
2. Committees should rally around their primary charter/objectives, to focus activities and impact on the community. If no charter exists, refer to your primary objectives as a committee.
3. The committee chairperson must contact the office for verification of lodge/pavilion dates for availability for any community activities and events. The committee chairperson shall submit the committee calendar of events and meetings for the following year by December 1<sup>st</sup>.
4. The committee chairperson is responsible for making sure the office is fully aware of any event or activity and must provide the office all information regarding such an event or activity a minimum

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of forty-five (45) days prior to the scheduled event or activity. This includes flyers and advertising. The office will contact the committee chairperson fifty-five (55) days before an event to remind the chairperson of the forty-five (45) day notice. If the office does not receive any information/flyers, etc. at the forty-five (45) day mark, the event will be taken off the calendar and it will no longer be considered a sponsored event and therefore may be charged as a private rental event.

5. Vendors must submit a copy of their liquor license and their insurance certificate two (2) weeks prior to an event. This is to ensure there is time for the vendor to be approved by the CLA insurance company and the Board of Directors. The liquor liability insurance cost listed on the fee sheet, would be paid by the committee per event. No flyer shall have BYOB stated for an event.
6. Any food truck vendor must comply with the food truck permit policy.
7. Monies collected by a committee must be turned into the office within one (1) business day after the event for deposit into the committee's account. If the committee has a petty cash fund, it must be noted to the office for record of the amount.
8. Requests for committee funds must use the "Funds Request" form. Forms must be turned in no less than one (1) week prior so that the check can be processed and signed.
9. Committees must be open to any member in good standing and should reflect a positive attitude toward the CLA community. All committee members must be in good standing to be eligible to serve on the committee.
10. Committees should have an elected chairperson and an elected financial officer. Elected positions shall have a term limit.
11. Each committee is an extension of the Cinnamon Lake Board. Committees must abide by all decisions or directives given to them by the Cinnamon Lake Board. Each committee will have a Board member assigned to provide guidance and communications to the Board for activities.
12. Annual budget requests will be submitted and reviewed starting October 1<sup>st</sup> of each year as part of the CLA budgeting process in support of future year activities. [Revised 11/21, 3/23, 4/23.]

**Compactor Use:** The compactor is for household trash only. No large items are allowed to be put into the compactor. Prohibited items include but are not limited to: Aerosol Cans, Air Conditioners, Any Yard Waste, Appliances/Grills, Batteries, Bikes, Building materials, Cardboard, Dead Animals, Electronics, Flammable Liquids, Furniture, Hazardous/Toxic Waste, Mattresses, Oil, Paint & Thinner, Tires, Trees, Wood. To dispose of these and similar items please see the Ashland County Solid Waste District - <https://www.ashlandcountyoh.us/county-services/solid-waste-district/solid-waste-district-2>. [CC&Rs Article 20, Section VI (E) Junk/Garbage; (F) Compactor/Dumpster Use: Revised 1/25.]

**Documents/Records:** Members desiring to inspect or receive copies of any Association books of account, meeting minutes, membership roster, or other Association documents can do so by completing a Request to Inspect or Copy Records form. A maximum of five (5) business days may be needed to process a request. If there is a question with any request, the member will be notified within a reasonable amount of time of the reason for the delay. Inspection of the Association's records shall take place during normal business hours at the Cinnamon Lake Office. In some cases, given the personal and/or legal nature of some documents, reasonable restrictions may be placed on the inspection process, to include the presence of an Association representative. Fees for copying and/or mailing will be charged. [Amended; 9/16]

**Doghouse/Dog Run:** Plans for a doghouse or dog run must be submitted to The Environmental Control Committee prior to construction and will be subject to inspection. The total area of a dog run

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is not to exceed 15% of the square footage of the home; the dog run shall be constructed of a chain link fence or other approved fencing. The total size of a doghouse is not to exceed eight (8) square feet and must be substantially built and match/complement the color of the existing structure. Dog runs, and stand-alone dog houses are subject to existing setback and clearance requirements and are generally located in the rear portion of the property. [CC&Rs Article 4A, (C) Animals; Article 20 Section VI (D) Pets.]

**Driver's License:** All members, associate members or guests must have a current valid driver's license from a government agency to operate any motorized vehicle on any Cinnamon Lake Association roads, parking areas or cul-de-sacs or property including any member's private property. [CC&Rs Article 20, Section I, E Vehicle (Unlicensed Driver).]

**Dumpster Use (Open Top):** The Open Top dumpster is for use by residents only to discard items not permitted in the compactor; it is not to be used for remodeling projects or by contractors. Any materials generated other than from within Cinnamon Lake may not be disposed using these containers. Members are required to stop at the office for approval prior to using the open top dumpster; the dumpster is located behind the office. Unless a member qualifies for a free dumpster incentive, there is a charge to use the dumpster. Remodeling projects require the homeowner/contractor to have their own dumpster for roofs, decks, interior and exterior materials, etc. Do not place any items on the ground beside the dumpster. Maintenance can assist with large items if they are in the maintenance area. Prohibited items include but are not limited to: Aerosol Cans, Any Yard Waste, Batteries, Bricks, Concrete Blocks, Dead Animals, Flammable Liquids, Hazardous/Toxic Waste, Oil, Paint & Thinners, Stone, Tires, Trees, Wood. To dispose of these and similar items please see the Ashland County Solid Waste District - <https://www.ashlandcountyoh.us/county-services/solid-waste-district/solid-waste-district-2>. Empty or dried-out paint cans are permitted to be put in the dumpster. Cinnamon Lake Association, Inc has the right and obligation to change this listing, with or without notice to members, to remain in compliance with all Ohio Revised Code, Ohio Environmental Protection Agencies or by Landfill Operators, and County and Township directives and laws. [CC&Rs Article 20 (VI) (F) Compactor/Dumpster Use; Motion 11/2023/72.]

**Facility/Common Property Use:** Guests must enter and register at the Front Gate. When guests are using any facility or amenity within Cinnamon Lake, a member or associate member must be present at all times. If the member is not present with their guest, they may be held liable for a violation of this policy. (See Guests.)

- Key cards to access Cinnamon Lake are for members only and are not to be used by guests. Members are not permitted to allow guests to use their key card to access any Cinnamon Lake gate. It is prohibited for anyone to lift any gate arm or damage any part of the system (except in an emergency).
- Amenities, such as the Lodge, Community Center, Pavilions, and Pool, are available for rent only by Cinnamon Lake members. (See Seasonal Rentals.) Motion 11/2022/68.
- Food Trucks are allowed in Cinnamon Lake but must have a Cinnamon Lake Association permit for a specific date. Cinnamon Lake may advertise the vendor on signs and its website to inform the members. Motion 04/2021/28, 04/2023/33, 12/2023/80.
- Roadways and waterways need to be accessed by all members and must be kept open and free of any obstruction.

[CC&Rs Article 4A (J) Limited Access; Article 20, Section II (K) Gate System.]

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**Facility/Property Trespassing:** Only authorized personnel are allowed on the dam; walking or otherwise being on the dam is considered trespassing. Trespassing on private property, entering or using any building or facility of Cinnamon Lake Association without proper authorization is prohibited. Trespassing is prohibited for anyone to gain access to Cinnamon Lake from any lot or Association owned property. All members, associate members and guests shall respect the property of others and shall not destroy, deface or litter property of any member or Association property within the Subdivision. [CC&Rs Article 4A (J) Limited Access; Article 20, Section II (B) Trespassing, (D) Obstruction of roadways, waterways, etc., (E) Trespassing on Dam.]

**Fires:** In compliance of the Ohio Environmental Protection Agency, burning any yard waste, trash, etc. within Cinnamon Lake is prohibited. Campfires and/or ceremonial fires are permitted provided the member notifies the front gate. To ensure compliance please see Ohio.gov - Open Burning Regulations. [CC&Rs Article 20, Section II (H) Burning Permits.]

**Fireworks/Weapons:** Firing any weapon, gun rifle, shotgun, revolver, starter pistol, bow and arrow or any other type of firearm, whether loaded with blank or regular ammunition is prohibited. It is also prohibited to let off any explosives of any kind, on Cinnamon Lake Association property, members private property or any other place within the boundaries of Cinnamon Lake, except by written permission of the Board of Directors. The Fish and Lake Committee has authorization to fire “bangers” to scare off geese. All Cinnamon Lake Buildings, Pool, Recreation Areas, Walking Trail and all Green Spaces are considered Firearm & Weapon Free as per Ohio Revised Code 2923.126. Signs shall be posted at all facilities and green spaces. [CC&Rs Article 20, Section VI (C) Guns/Fireworks.]

**Fundraising:** Cinnamon Lake Association, and its committees, are limited in the types of fundraising activities they can undertake. Cinnamon Lake “cannot” hold raffles with prizes requiring a purchase of a ticket as way of raising funds to perform their work. Also 50/50 raffles are “not permitted”, and no fee may be charged to play Bingo to win prizes. The playing of any copyrighted media within Cinnamon Lake common areas is considered to be a public performance and is subject to applicable Copyright laws. Activities that committees can undertake as fundraisers include auctions, bake sales, dinners, cash donations, generally any activity that does not rely on any type of chance that requires the purchase of a ticket to take that chance. Committees may charge a price for a dinner that recoups at least the cost of the dinner. A bidding charge to attend an auction may also be charged as long as the item being auctioned has been purchased or donated. The Board has the responsibility to protect the Association’s IRS status and as such requests that any member or committee that is considering raising money on behalf of Cinnamon Lake make the Board aware prior to publicizing the activity.

**Guests:** All guests, deliveries, workers, contractors, service personnel, etc. must enter and be registered at the front gate by the property owner or property renter by phone or in person. When registering they must provide their phone number and address. Guests are not permitted to use member gate cards for access, however after gate attendant hours they may enter the front gate by using the KIOSK system with the members permission. All property owners and renters are directly responsible for their guest’s conduct and must be on site at all times when a guest is present. Members or renters who are not in good standing are denied the use of any Cinnamon Lake facilities and amenities. This also applies to any of their guests. The front gate will permit entry to guests who intend to look at real estate in accordance with established gate procedures. [CC&R’s Article 20, Section II (C) Improper Use/Unauthorized Access (including guests).]

**Gate Access - Cards/Stickers/Kiosk**



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Gate Pass Policy - Each member account can only have up to two each gate passes in the form of a proximity card, additional passes will be in the form of a sticker applied to a registered vehicle. Proof of ownership by a CL member must be shown when the sticker is issued for the vehicle. The annual fee for gate pass renewal will be set by the Board of Directors and also posted in the annual fee schedule.

Deactivation/Reactivation - Gate cards, passes, stickers, etc... allow members into the Cinnamon Lake Development to their property and home. Members with past due balances will no longer be subject to have their gate cards, passes, stickers, etc. deactivated. However, this does not apply to properties where liens have been enacted as those gate cards, passes, stickers, etc. may be deactivated until the lien has been lifted. The Board of Directors, with a majority vote, may from time to time deactivate a members card for various reasons. There is no charge to reactivate any gate cards, passes, stickers, etc. This policy supersedes any previous gate card deactivation/reactivation policy and deems those policies null and void.

Kiosk – Members/renters are issued an (8) eight-digit code to provide their guests for entry after attendant gate hours. This code can be changed any time during normal office hours at the members request. For security reasons, the member must make this change in person at the office with a photo ID and sign the “Kiosk Code Change” form. The fee for changing this code is listed on the fee schedule. Gate openers may be deactivated by the Board of Directors for various reasons, i.e. improper gate opener use, gate damage, property liens, etc. [CC&Rs Article 20, Section II (C) Improper Use/Unauthorized Access (including guests), (K) Gate System; Motion 12/2022/79, 12/2022/80, 01/2023/05, 11/2024/69, 3/2025/18.]

**Home Business:** To maintain Cinnamon Lake’s residential character no obnoxious or offensive activities shall be carried out on any lot in Cinnamon Lake, nor shall anything be done on any of the said lots that shall become or be an unreasonable annoyance or nuisance to any owner of another lot in the Development. Any business use shall be conducted by the member occupants with no employees. Such business shall be conducted entirely within the dwelling and not in a separate accessory building. The business shall not occupy more than twenty-five (25) percent of the building foundation area. Dwelling usage shall not constitute primary or incidental storage facilities for commercial or agricultural activities conducted elsewhere. No activity indicative of the business shall be visible from any Cinnamon Lake Street or adjacent properties and is not a normal residential activity. All materials, goods or equipment of the business shall be stored in a permanent structure, excluding business vehicles. There shall be no signs erected indicating the business. The business shall comply with all local, State, and National codes pertaining to such activities and shall not generate noise, odor, fumes or smoke, or any activity which would depreciate the neighborhood. Cinnamon Lake dumpsters are prohibited to be used for business waste. [CC&Rs Article 1 Residential Character of the Development; Article 4A General Prohibitions; Revised 3/05.]

**Lake Level/Lowering:** On or after the first Monday in November of each year, Maintenance will start the process of lowering the lake level for winter. Maintenance follows all EPA guidelines during this time. Once the lake level is lowered to at least four (4) to five (5) feet, the valve will be closed. Maintenance will monitor the lake level and reopen the valve as needed. All boats are to be removed from the lake by November 1 of each year. [Adopted 11/18]

**Lake Usage:** The lake is available to use by members, renters, their family and guests for boating, swimming, fishing and for everyone’s enjoyment. Everyone within Cinnamon Lake shall work to

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keep the lake clean and free of debris. Dumping or the cause of any waste or contaminant to enter into the water is prohibited. [CC&Rs Article 4A]

**Lake Water Quality:** Because the health of the lake is important to swimming, fishing and boating, the Cinnamon Lake Fish and Lake Committee developed guidance on what members can do to help maintain water quality. Guidance can be found in the “Cinnamon Lake Water Health Guidelines” located on Cinnamon Lake’s website [www.cinnamon-lake.com](http://www.cinnamon-lake.com) and covers such things as grasses and leaves, chemicals and fertilizers, boat quarantine, erosion control and shoreline buffer, among many items. [Motion 03/2022/13.]

### **Landlord/Renter:**

**Landlord** - A member who owns a dwelling (and contiguous properties) in which he/she does not reside but rents, leases or has a land contract on the property, is considered a landlord. Non-contiguous undeveloped lots are not to be rented or leased; lots with homes that have contiguous lots, may be rented as one property with the dwelling. It is the Landlord’s responsibility to discuss all documents, e.g. the CC&R’s, Bylaws, Policies, etc., with the tenant, renter/lessee/vendee. These documents can be viewed on Cinnamon Lake’s website [www.cinnamon-lake.com](http://www.cinnamon-lake.com). The Member/Landlord is required to inform the Office that his/her property is being rented/leased/under land contract and to whom. All tenants/lessees/vendees (paying or nonpaying) must be preregistered by the Member/Landlord no less than seven(7) days of occupancy/possession. Occupants must complete the Renter Registration form located in “Forms” on Cinnamon Lake’s website. Landlords offer the benefit of Cinnamon Lake amenities to their renter and are subject to registration and annual fees (see list of “Fee’s” on website). The annual fee is non-refundable should a renter vacate the property during the year. A rental will no longer be considered a rental if the owner sells or moves into the property.

The Member/Landlord is responsible for any damage caused by the tenant, renter/lessee/vendee to Association owned property and/or any unpaid Association fines or charges. No Member/Landlord is permitted to allow occupancy of any dwelling in Cinnamon Lake unless all assessments, dues and utility charges are paid in full by the Member. The Member/Landlord is responsible for any and all Association billings. In the event the dwelling is occupied, and the homeowner is past due on any billing due date, the homeowner has 2 weeks to pay the amount owed or the renter and landlord will be notified in writing giving the landlord an additional 2 weeks to pay in full. If still unpaid all amenities will be suspended.

All tenants/lessees/vendees’ family members and guests who wish to use the pool or any other amenities where a fee is charged, will be charged like a regular member. All membership voting rights are reserved for owners/members; no voting rights will be passed to renters/lessees/vendees. No Member/Landlord will be permitted to rent property or grant access to anyone who is in violation of Article XI, prohibition of Sex Offenders, contained in the Bylaws of the Cinnamon Lake Association.

**Renter** - The Renter acknowledges that he/she leases, rents or occupies Cinnamon Lake Association Members house under an agreement and as such renter/lessee, has full rights to use and enjoy said house and contiguous properties for the period of the agreement. All tenant/renter/lessees that were previously a member of Cinnamon Lake, may rent property but must be in good standing to enjoy member privileges.

The renter acknowledges receiving a copy of the CC&R’s By-Laws and Policies which are also located on Cinnamon Lake’s website at <https://www.cinnamon-lake.com> and agrees to abide by all rules and



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regulations contained therein and also to abide by any other rules and regulations that may be adopted by the Board of Directors. Violation of these rules and regulations may result in a suspension of member/renter privileges.

The renter must notify the Gate Office each time they are expecting guests and agrees that access to and use of the common properties and facilities is restricted to them, immediate family and guests and that they must accompany them during the use of any common properties and facilities.

The renter agrees to indemnify and hold harmless the Cinnamon Lake Association, Inc. from any claims, losses or damages (including attorney fees) arising out of the use by the renter or any family member or guest of the common properties at Cinnamon Lake. All membership voting rights are reserved for the owners, no voting rights will be passed to renters/lessee.

[Approved 8/2005, Amended 11/06, 12/10, 7/11, 2/12, 7/13, 6/20, 1/23, 4/24, 12/24]

**Long-Term Resident, Special Associate Member:** Residents who have lived in Cinnamon Lake for ten (10) years or more, who transfer the deed to their children or a family trust, and who want to continue to live in the home, may apply to the CLA Board of Directors to become a “Long-Term Resident, Special Associate Member”. The application must demonstrate:

- a. That the member has resided in Cinnamon Lake ten (10) years or more.
- b. That the deed has transferred to their children or a family trust in which their children are trustees.
- c. Their intent to continue to live in the home.

Upon meeting these conditions, the CLA Board of Directors may confer a Long-Term Special Associate Membership, allowing the individual to continue to reside in the home and use the amenities of the association. (The privilege of voting belongs to the Member whose name has been designated on the voting certificate on file at the CLA office.) The Long-Term Special Associate Membership shall cease automatically upon the termination of occupancy. Billing will go to the owner listed on the deed and said owner will be responsible for all billings, i.e. dues, assessments, fines, sewer and water, etc. The owner must be a member in good standing at all times or collection actions will be enforced. The owner listed on the deed and the Long-Term Resident Special Associate Member must complete all applicable paperwork.

**Lot mowing:** Owners are responsible for lot maintenance, including mowing their lot(s) regularly. Properly caring for all lots, vacant or owned, effects the property values of neighboring lots. As a matter of policy, Cinnamon Lake Association will work with a local farmer or firm to mow as many vacant lots as possible and remove the mowed grass, at no cost to the Association. These lots are expected to be mowed twice during the season by the farmer or lot owner. Lots that cannot be mowed by the farmer are still the responsibility of the owner. Lot owners will be notified if the farmer cannot mow their lot. The owner can request the Association to mow their lot if they are unable to mow it. A pre-paid fee will be charged for this service. [CC&Rs Article 2 G, Maintenance of Lots and Improvements; Article 2 H (a) Associations Right to perform Certain Maintenance; Motion 11/2022/70; Approved 12/22.]

**Lot Returns:** Lot owners may return their lot(s) to Cinnamon Lake on an individual basis at the approval of the Board of Directors. To facilitate this transaction the following criteria must be met: The Association dues and assessments must be paid in full. Utility fees and charges must be paid in full. Ashland County property taxes must be current and paid in full. A letter must be sent to the Board of Directors with the above-mentioned documentation and the reason for the request. The Board will then decide the outcome of the request.

[Amended 12/10, Revised 10/11, 10/16, 10/17, 10/25]

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**Mail House Postings:** The locked bulletin boards and flier holders located in the mail houses are maintained by Cinnamon Lake. The public bulletin boards located at the mail houses are for members to use to post events, items for sale etc. All postings must be dated with the date posted; postings are subject to removal after the notice has expired. [Revised 11/17.]

**Member/New:** The term “New Member” shall refer to a person or organization named as a grantee in the transfer document, who is not a current Association member at the time of transfer. However, it shall not include persons or organizations who have been members within the previous twelve (12) months and terminated their membership in good standing. If such persons or organizations were a member within the previous 12 months, that person or organization would be responsible for paying the HOA fees, the prorated amount for one-year of Dues, Assessments or the new member initiation fee, whichever is less from the previous closing date to the new date of transfer. 1. A spouse or acknowledged life partner of a current Member shall not be deemed to be a new member for the purposes of the initiation fee. 2. If persons or an entity takes ownership of a lot, and one or more beneficial owners of such an entity are not, at that time, members of the Association, then such persons or entity shall be deemed to be a new member. 3. A reallocation of ownership interests among existing owners of a lot shall not create a new member. 4. In all other instances, the Board of Directors shall have the authority to interpret the meaning of the term, “New Member” in such a manner as to reach a fair, equitable and consistent result. [CC&Rs Article 9 (A) The Cinnamon Lake Association in General; Bylaws Article 2, Section 1 Membership; Motion 02/2022/10.]

**911/Emergency Signage:** In order to assist emergency services, law enforcement and Association endeavors, the 911 (green signs with white lot numbers) signage rules must be followed. Signs can be purchased at any retailer they choose; signs are available in the Cinnamon Lake office. Lot numbers are required for Cinnamon Lake owned lots, those to be mowed by Cinnamon Lake maintenance and lots with homes on them. Lot numbers are to be a minimum of 3 inches, white reflective on a green background. Signs are to be placed at the front edge of the lot, located an equal distance between the lot pins. It is recommended but not required that all other vacant lots have a 911 sign for easier identification. Homeowners are permitted to locate their lot number sign at the front edge of the lot between the lot pin and the driveway edge at a location of their choosing. In lieu of a sign, house numbers may be placed on the street side of the house or other decorative identification method, as long as they meet the minimum 3-inch number size requirement and are visible from the street. All docks are required to have house numbers attached to their dock or at the dock location visible from the lake.

**Noise/Nuisance/Curfew:** (See also Fireworks/Weapons.) Members are required to keep the peace and quiet of the surrounding neighborhood. Unreasonably loud or disturbing noise, nuisances which may disturb others is prohibited. Additionally, if a dangerous or nuisance violation occurs such as an unapproved item or structure, the board is entitled to correct the occurrence. Profanity or lewd behavior of any sort will not be tolerated within Cinnamon Lake or towards any member, CLA employee, Board member or Committee member of the Cinnamon Lake Association. Curfew for children under 16 years of age is 11:00 P.M. to 6:00 A.M. Children shall not be out on the common property of Cinnamon Lake after stated curfew hours. Exceptions are events chaperoned or are in the company of an adult over 21 by Cinnamon Lake members or by parents or guardians. [CC&Rs Article 20, Section VI Nuisance.]

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**Pets:** Dogs, cats, or other domestic animals or fowl are not permitted to run at large on any Cinnamon Lake Road, or any property owned by Cinnamon Lake or on any lots belonging to other members. Dogs must be kept under the control of their owner by means of securely attached leash. Any animal waste that may occur along roads or lots or any Cinnamon Lake Property must be immediately cleaned up by their owner. Owner must not permit pet waste to accumulate or become a nuisance. Property owners shall not keep or harbor an animal which howls, barks or emits other audible sounds in an unreasonably loud or disturbing manner, and which is of such a character, intensity or duration as to disturb the peace and quiet of his neighbors. [C&Rs Article 20, Section VI (D) Pets.]

**Propane Tank Guidelines:** Propane tanks must be concealed from an open view. The enclosure must meet the Environmental Control Committee approval. Please refer also to the Architectural and Property guidelines. [CC&Rs Article 4A (F) Concealment of Fuel Storage Tanks and Trash Receptacles.]

**Property/Abandoned:** Any items which in the opinion of the Environmental Control Committee are either abandoned, junked or disabled, or, in the case of motor vehicles or watercraft, not registered with the Association, the Cinnamon Lake Association shall have the right to pursue under law and subsequently move, remove, destroy or dispose of any items including vehicles, campers, watercraft or other personal property. [CC&Rs Article 20, Section VI (K) Abandoned Property.]

**Realtor Guidelines:** Real estate agents, including member agents, must be aware of the current CC&R's Bylaws and Policies; they must also register with Cinnamon Lake. It will be up to the agent to inform all prospective buyers of the architectural and property guidelines; they can be viewed on our website: [www.cinnamon-lake.com](http://www.cinnamon-lake.com) under the documents heading. A copy of the documents may be obtained in the office for a nominal fee. The agent must complete the registration form and return it to the gate house. Also, the potential new buyer form must be filled out and returned to the Cinnamon Lake office prior to closing. No financial information will be provided for closing purposes without prior receipt of this form. [Revised 2/14, 1/19, 1/21]

**Recycling:** A dumpster is available for all scrap metal (steel or aluminum) objects. There is no charge for disposing of scrap metal. Aluminum can-recycling is also available; aluminum cans can be recycled at the bins near the compactor and the recycling area. Cardboard, glass and plastic can be recycled in the bins near the old water plant. For more information, please contact the office at 419.945.2521 or by email: [info@cinnamon-lake.com](mailto:info@cinnamon-lake.com).

**Refuse/Debris/Waste:** (See also Compactor.) To maintain a clean and pleasant environment for everyone, it is prohibited to leave refuse or debris out for longer than a seventy-two (72) hour period in sight of other members or guests. [CC&Rs Article 4A (E) Disposal of Garbage, Trash and Other Like Household Refuse; Article 20, Section VI (E) Junk/Garbage, (F) Compactor/Dumpster Use.]

**Seasonal Rentals:** Seasonal rentals include Campgrounds, Docks and Storage areas and are available to members in good standing. Any rental liabilities are the responsibility of the renter/member. Members are responsible for their guest's conduct and actions while in Cinnamon Lake. All rental agreements are non-transferable. If a member wishes to include the remainder of their seasonal rental with the sale of their property, they must make the buyer aware that they are to register with the office. Their rental only includes the time its prepaid for. After this period expires, the rental space will go to the next member on the waiting list for assignment, unless there are available rental spaces. The

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Cinnamon Lake Association reserves the right to enforce the above rules and regulations in their entirety. The Association reserves the right to remove any and all property at a campground, boat dock or storage areas and revoke permits with or without notice for failure to pay appropriate fees or for the occurrence of any of the above. The Association will not be responsible for any damage that may occur as a result of this enforcement.

**Signs and Advertisements:** Advertisements are any notice given in a manner designed to attract public attention by any means whatsoever. Signs are any type of public notice that gives information, direction or instruction. This includes banners, standards, or a publicly displayed board or placard bearing information or advertisement. “No signs or advertisements shall be displayed or placed on any plot or structure in the Development without the prior written approval of the Environmental Control Committee. No business advertisements of any kind shall be permitted.” (Page 5 of the CC&Rs.) The Environmental Control Committee is the approving authority for signs. Members may place signs only with the prior written approval of the Environmental Control Committee. The Environmental Control Committee may approve non-business-related signs within the size and placement restrictions in the CC&Rs. A political election campaign or political issue/initiative signage may be approved but only for the period of two weeks prior to an election and one week after an election. Any type of sign that promotes a business is considered an advertisement and cannot be approved.

Flags – Are not considered signs by the Cinnamon Lake Association and are permitted. They shall not be larger than 3’x5’ and must be attached to a flagpole or to a structure. Flags containing profanity, offensive language/images will not be allowed. [CC&R’s Article 4 A (B); Revised 8/24; Motion 8/2024/49]

**Smoking:** All Cinnamon Lake amenities/facilities are considered non-smoking areas. It is prohibited to smoke in a non-smoking area.

**Spec Homes:** Speculative Homes, commonly referred as Spec Homes, are homes intended to be built with no intent to be occupied as a full- or part-time resident, but rather to market for sale. Any improved property owned for less than one year prior to marketing for sale falls under this policy. The purchaser of the property must agree to abide by and to be bound by all the rules as specified in the CC&Rs, the Bylaws, and the Cinnamon Lake Association Policies, as amended, and the Architectural Guidelines. Model homes require prior, written approval of the Board. Owners of property intended for a spec home must complete the “Cinnamon Lake Association Spec Home Agreement” and pay any applicable fees before any work may begin. The property owner is responsible for any damage caused to Association-owned property, and any unpaid Association fines or charges. [Revised 12/20.]

**Swimming Pool Use:** Members who are in good standing may purchase seasonal or daily passes. Each person entering the pool facility will be asked to register their full name, address, and telephone number. All others entering must be sponsored by an adult, lot owner. They must be signed in at the pool by the lot owner and must pay a guest fee for using the pool facility. A guest fee will be charged per person, per day. Guest passes are available at a reduced price in blocks of six at the office or at the pool gate when the pool is in operation. They must be purchased by the lot owner or member. The guest pass must be presented by the lot owner at the time of entry. [Motions 05/2021/35, 12/2022/84.]

**Swimming Pool Rules:** The Lifeguard on duty must be obeyed at all times. No one under the age of Fourteen (14) will be permitted in the pool area without being under the direct supervision of a parent, or other responsible person over the age of Eighteen, unless they have passed a swim test administered

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by a lifeguard. Children using/wearing flotation devices must be under direct adult supervision. These adults must be in the water when the child is in the water. Persons with open-sores, infectious injuries or diseases will not be allowed in the pool area. Non-swimmers or persons unable to swim should stay in the shallow end of the pool. Aquatic activities have by their nature some degree of risk of injury, so caution is needed. Patrons who used the Cinnamon Lake pool facilities must accept this risk and will not hold the Cinnamon Lake Association staff responsible for any injury/emergency. Swimmers that use the Cinnamon Lake pool facilities for aquatic activities use them at their own risk. Running, hanging on the Lifelines, Horseplay, Rough-House, Dunking, Tossing anyone in the pool, Obnoxious or Rowdy Behavior, Diving, Foul Language, Glass, Metal or Hard Plastic Toys or Containers and Large Inflatable Toys is prohibited. Failure to obey any of the above rules can be reason for removal from the pool area. [Motion 12/2022/84.]

**Tree Removal:** Prior to removing any trees over 3” in diameter, regardless of condition, from a member’s property the member must first obtain permission from the Environmental Control Committee at the office. [CC&Rs Article 4A (I) Removal of Trees.]

**Vehicle/Driver’s License:** Members or associate members of the Cinnamon Lake Association must have current and valid license plates and registration from the BMV that are within Cinnamon Lake Association property or member’s private property. Occurrences may incur fines. EXCEPTION: Other motorized vehicles (see below). All members, associate members or guests must have a current valid driver’s license from a government agency to operate any motorized vehicle on any Cinnamon Lake Association roads, parking areas or cul-de-sacs or property including any member’s private property. [CC&Rs Article 4A (D) Vehicles; Article 20, Section I Vehicle (Including ATV, Motorcycle, Snowmobile, Golf Carts, etc.)]

**Vehicle Operation:** All members must operate their vehicles in a safe and careful manner on any Cinnamon Lake Association roads, streets or cul-de-sacs or property including any member’s private property. All posted road signs must be followed i.e., speed limit, stop signs, etc. Members must avoid creating a nuisance emanating from their vehicle, due to stereo systems, mufflers, etc. [CC&Rs Article 10 Speeding; Article 20 Section 1 Vehicle (Including ATV, Motorcycle, Snowmobile, Golf Carts, etc.; Motion 07/2021/50.)]

**Vehicle/Other Motorized:** Other Motorized Vehicle (OMV) is any motorized vehicle not licensed through the DMV that is intended to be driven on any CLA road, parking lot or owner's lot. Typical OMVs include ATV’s, motorcycles, minibikes, razors, snowmobiles, golf carts, etc. Guests are not permitted to bring any OMV into Cinnamon Lake. Members or associate members are required to register all their OMV’s that will be used within Cinnamon Lake, prior to their operation, at the Cinnamon Lake office where a registration and annual use sticker can be purchased. These stickers along with the member’s 4-digit address must be clearly visible on the vehicle front or rear. OMVs must observe all road signs and posted speed limits and must be operated in a safe manner. Unlicensed drivers are not permitted to drive OMV’s on Cinnamon Lake roads. Any OMV operated on private property must have written permission from the owner. OMV’s on Cinnamon Lake Green Belt areas are prohibited. Members will be responsible for any guest driving their OMV. [Effective 10/20, Revised 1/21, 1/23; Motion 01/2023/06, 01/2021/05.]

**Vehicle Parking:** Vehicle parking is not permitted on any Cinnamon Lake Association property, including roads, green belt areas, facility parking areas, etc., where it blocks the flow of traffic for an

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excessive period of time. Vehicles may not be parked on another member's property without permission from that member or kept on vacant lots or parked in spaces other than residential driveway or garage. Parking for trailers, RVs or other-like equipment is permitted on home or vacant lot sites as long as they are at least thirty (30) feet from the edge of their property line at the road.  
[CC&Rs Article 4A (D) Vehicles; Article 20, Section 1 (F) Illegal Vehicle Parking.]



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## **Other Useful Information**

### **Member Open Forum**

Open Forums usually occur after a Board meeting is adjourned and is an opportunity for members to present their questions, concerns and ideas to the Board of Directors.

### **Proposed Ideas/Projects**

There are many good ideas presented in various ways that would improve our community. Each idea, however, requires the Board of Directors to study if it can be done, how it would affect members, and what would be the cost of implementing the idea. The Board of Directors will consider ideas; an outline to submit ideas may be obtained at the office.

### **Complaints**

Neighbor complaints be addressed directly with their neighbor or law enforcement before a written complaint by the Office will be accepted. A written complaint must be filled out and submitted to the office for consideration. It must include the date and name with whom the complaint was discussed and outcome from the meeting. A member may complain about another members property regarding a lack of maintenance; the Environmental Control Committee will investigate to see if complaint is valid.

### **The American Disabilities Act**

Cinnamon Lake is in compliance with all 7 criteria of the American Disabilities Act (ADA). Under the ADA definition, Cinnamon Lake Association is considered a private facility that is managed by a non-public group and does not allow public access.

### **Website Guidelines**

[www.cinnamon-lake.com](http://www.cinnamon-lake.com) website is the official source of online information. All content additions or changes must be approved by the Board or the Office Manager. All content changes must be submitted in their native format or PDF, JPG or GIF format.

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## **Cinnamon Lake Association Culvert Installation Guidelines– 2019**

12” Pipe – Surrounded by #57 gravel



12” Perforated Pipe with 12” Coupler

Picture needed here

12” Top with #57 Gravel

Picture needed here

1. An application to the Environmental Control Committee must be submitted and approved before work can start
2. An inspection must be made by the Maintenance Department “before” the pipe can be covered.
3. Couplers must be used to connect all sections of pipe.
4. Tees must be installed to serve as a surface drain and clean out. Tees should be installed every 40 feet.
5. Grate or cover that will allow water into the pipe must be installed.
6. 12-inch perforated pipe must be used to allow drainage under road.
7. 12-inch double walled pipe must be used under driveway.
8. #57 stone must be used to allow water from under and around pipe to drain.
9. The final grade must allow water from road to enter pipe that has been installed.
10. Maintenance must give permission to install driveway pipes and pipes extending along property lines.

# LORCO Sewer Tap Guideline Drawings

## Sewer Tap Guidelines











