



Policies Handbook

Cinnamon Lake Association
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Revised
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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 in this Handbook 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 this handbook is to help preserve, maintain and enhance Cinnamon Lake as a special place to live. This Handbook does not replace our CC&Rs, Bylaws, and Amendments. It is simply a more condensed presentation of information in an easy-to-read format. Therefore, if there is an inadvertent discrepancy between what is expressed in this Handbook and the legal documents, the legal documents will govern. We ask that you keep this handbook handy and refer to it whenever necessary. If something should arise that is not covered herein, you may contact the Office at 419-945-2521 or email info@cinnamon-lake.com for assistance.

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

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 to help enforce the CC&R restrictions.

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 the 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 service. (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	

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 this Handbook. Members may not give work instructions to any Association employee directly.

2. Each member is responsible for compliance with Cinnamon Lake's Policies and Procedures. 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 persons, to include damage to the roads as a consequence of construction.

4. Vendors, suppliers and other persons conducting business within the subdivision are likewise responsible for complying with all Regulations and the payment of any fines levied hereunder. Such persons may be prohibited from entering the subdivision for so long as they fail to pay any fines imposed.

Policies

Following are summaries of the Cinnamon Lake Association's Policies. After each summary you will find a parenthetical reference to the motion, the CCR or Bylaws reference that provides the legal foundation for that particular policy. For clarification of any of these policies and procedures you may contact the office at 419-945-2521 or email info@cinnamon-lake.com for assistance.

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 policy is the responsibility of paid staff. Committees, also volunteers, help the Board fulfill its responsibilities. *[References not limited to but include: 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: A building permit must first be obtained 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 first day of digging/construction. If extensions are necessary, two, three-month extensions are available for a fee. All tree stumps must be removed or ground to level within permit time frame. (Please also review the Architectural Guidelines.) For any questions or concerns, please call Cinnamon Lake Office at 419-945-2521. *[References not limited to but include: 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.]*

Boats/Watercraft Cinnamon Lake Usage: (See also Lake Usage.) All boats/watercraft owned, stored and being used in Cinnamon Lake are required to be registered and have a current/valid Cinnamon Lake Association use permit. All boats/watercraft must have a current CLA Registration and use stickers clearly displayed on both sides of the water craft prior to April 15 of each year. Owners of such boats/watercraft 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 and watercraft must gain entrance to Cinnamon Lake through the main (front) gate. They must arrive when a gate attendant is on duty and stop at the gate. Entering through the back entrance is prohibited. Any boats/watercraft brought into Cinnamon Lake must be quarantined for Fourteen (14) days at the designated impound area before being permitted to be put on the lake or taken to a residence. Exception: New boats/watercraft with a current sales receipt that has never been in any water. Only electric motors are to be used. All watercraft shall operate on the lake not exceeding a total of five (5) horsepower or its equivalent. Gasoline Motors/Internal combustion motors

are prohibited on the lake without proper authorization. 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. *[References not limited to but include: CC&Rs Article 4A (L Boating Restriction), Article 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 1st to avoid cancelation, which will require the watercraft to be quarantined/impounded each time it enters Cinnamon Lake. All watercraft must enter Cinnamon Lake through the main (front) gate and arrive while a gate attendant is on duty. They must stop at the gate to show the attendant the laminated registration card to verify the watercraft information. 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. *[References not limited to but include: CC&Rs Article 4A(L)(b Use Sticker).]*

Campground: All camping vehicles may only enter Cinnamon Lake through the Front Gate. Entering through the back entrance is prohibited. 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). There are two areas for camping, one for trailers and one for tents and this information 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 permit. Trailers must be kept on wheels and strictly mobile at all times with the hitch facing the camp-site entrance. Portable platforms are permitted up to a maximum of 4' wide x 8' long and may not exceed the length of the trailer. Storage is permitted under the trailer and must be covered with lattice work or similar attractive materials. 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 dish washing. Fish cleaning or dish washing in or around the restrooms is not permitted. 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. Electric, water, sewer hook-ups are available. It is strictly prohibited for anyone to tamper with or alter an electrical service box or any utility hook-up connection. It is also prohibited for anyone to dump or leak any waste, commonly referred to as either gray or black water or contaminant from a camper onto the ground. A sewer hookup is provided for use at all camping pads. Camping on or trespassing on the dam is prohibited. For more detailed information, please see Campground Guidelines. *[References not limited to but include: CC&Rs Article 20, Section IV (Campers); Motion 11/2023/71.]*

Census: (See Vehicle/Driver's License.) Motion: 09/2021/56.

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, 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>.
[References not limited to but include: CC&Rs Article 20, Section VI. (E) Junk/Garbage (F) Compactor/Dumpster Use.]

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 September 2016.]*

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 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. *[References not limited to but include: CC&Rs Article 4A, (C) Animals; Article 20 Section VI (D) Pets.]*

Driver's License: (See Vehicle/Driver's License.)

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.

[References not limited to but include: CC&Rs Article 20 (VI) (F) Compactor/Dumpster Use; Motion 11/2023/72.]

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. *[References not limited to but include: [CC&Rs Article 20, Section II (H) Burning Permits.]*

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 also 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.

[References not limited to but include: CC&Rs Article 4A (J) Limited Access; Article 20, Section II (K) Gate System.]

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. *[References not limited to but include: CC&Rs Article 4A (J) Limited Access; Article 20, Section II (B) Trespassing, (D) Obstruction of roadways, waterways, etc., (E) Trespassing on Dam.]*

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. *[References not limited to but include: CC&Rs Article 20, Section VI (C) Guns/Fireworks.]*

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. All property owners and renters are directly responsible for their guest's conduct and must be on site at all times 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.

Gate Cards: (See also Guests.) Gate cards are issued to members to access Cinnamon Lake at the front or back gate with their registered vehicle. Gate cards may be deactivated for various reasons. The Board of Directors has the option to suspend gate cards. Reasons for gate card deactivation include but are not limited to: a member's account having a past due balance of 30 days or more; a member using their gate card to allow guests to enter Cinnamon Lake through the front or rear gate; entering through the rear gate with watercraft or campers; damaging the gate or gate equipment. *[References not limited to but include: 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.]*

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 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. *[References not limited to but include: CC&Rs Article 1 Residential Character of the Development.]*

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 November, 2018.]*

Lake Usage: (See also Boats/Watercraft Cinnamon Lake Usage.) 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. Electric Motors are only to be used. All watercraft 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. Everyone within Cinnamon Lake shall work to keep the lake clean and free of debris. Dumping or the cause of any waste or contaminant to enter into the water is prohibited. *[References not limited to but include: CC&Rs Article 4A (L) Boating Restrictions.]*

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 and cover such things as grasses and leaves, chemicals and fertilizers, boat quarantine, erosion control and shoreline buffer, among many items. [Motion 03/2022/13.]

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. *[References not limited to but include: CC&Rs Article 2, (G) Maintenance of Lots and Improvements; Article 2 (H) (a) Associations Right to perform Certain Maintenance; Motion 11/2022/70.]*

Lot Returns: Lot owners may return their lot(s) to Cinnamon Lake on an individual basis only at the approval of the Board of Directors. To facilitate this transaction the following criteria must be met. The owner must provide proof they have listed the lot for sale for at least 1 year. A letter of intent must be sent to the board of directors explaining the reason(s) the owner has for returning a lot. The Association dues and assessments must be paid in full plus 1 year of fees paid in advance. Utility fees and charges must be paid in full plus 1 year of fees paid in advance. Ashland County property taxes must be current plus, an additional two (2) years paid in advance. There shall be no outstanding liens on the property. A title search will be required to verify a clear title. Any expense related to the title search will be the owner's responsibility. Once these items are completed, a follow up letter must be sent to the Board of Directors by the lot owner accompanied with the documentation of the above. The Board will vote to approve or disapprove the lot return within twenty-one (21) days or by the next scheduled meeting.

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.

Member/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&Rs, Bylaws, Policies, etc., with the tenant, renter/lessee/vendee. 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 prior to the date of occupancy/possession. Landlords are subject to registration and annual fees. Occupants must be instructed to complete the Renter Registration form. 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. All tenants/renters/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. *[Approved August, 2005; amended November, 2006, December, 2010, July, 2011, February, 2012, July, 2013, June, 2020.]*

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 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. *[References not limited to but include: CC&Rs Article 9 (A) The Cinnamon Lake Association in General; Bylaws Article 2, Section 1 Membership; Motion 02/2022/10.]*

Metal 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. For more information, please contact the office at 419.945.2521 or by email: info@cinnamon-lake.com.

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. *[References not limited to but include: CC&Rs Article 20, Section VI Nuisance.]*

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. *[References not limited to but include: CC&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. *[References not limited to but include: 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. *[References not limited to but include: CC&Rs Article 20, Section VI (J) Abandoned Property.]*

Realtor Guidelines: Real estate agents, including member agents, must be aware of the current CC&R's, Bylaws and Procedures; 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 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.

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. *[References not limited to but include: 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 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 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 (i.e., flags), 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. Political election campaign or political issue/initiative signage, to include flags, 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.

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 December, 2020.]*

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. *[References not limited to but include: Motion 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 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. *[References not limited to but include: 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. *[References not limited to but include: 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. *[References not limited to but include: CC&Rs Article 4a (D) Vehicles; Article 20, Section 1 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. *[References not limited to but include: 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. *[Reference: 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 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. *[References not limited to but include: CC&Rs Article 4A (D) Vehicles; Article 20, Section 1 (F) Illegal Vehicle Parking.]*

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

Committees

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. Committees should rally around their primary charter/objectives, to focus activities and impact on the community. Committee members must be in good standing

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.

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.

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.

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 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.

Website Guidelines

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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