

**THE SEQUOIANS, INCORPORATED
POLICIES AND PROCEDURES**

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PREAMBLE

The following Policies and Procedures (hereinafter the “P&P’s”) supersede all previous policies and procedures of The Sequoians, Incorporated (hereinafter the “Club”).

This P&P manual contains the rules and regulations to implement the principles set forth in the Bylaws and to govern the Club’s day to day operation.

SECTION A - DEFINITIONS

1. All definitions contained in the Club Bylaws apply throughout the P&P's.
2. PROSPECTIVE MEMBER: A person who is not a member and has been permitted to enter the Club common grounds for recreational purposes so as to consider becoming a permanent member.
3. AANR VISITOR: A person who is not a member and has been permitted to enter the Club common grounds for recreational purposes as an AANR reciprocal member or member of another nudist club.
4. GUEST: A person visiting the Club common grounds for recreational purposes by the personal invitation of a Full member where the member pays the gate and other fees and costs associated with the visit.
5. SERVICE WORKER: A person who is not a member and has been permitted to enter the Club common grounds to perform work for the Club or a member and is not on the grounds for recreational purposes.
6. RV: (Recreational Vehicle): A self-propelled vehicle designed for recreational purposes.
7. TRAILER: A vehicle designed for recreational purposes, but without means of self-propulsion.
8. TENT: A portable camping shelter.
9. LOTS: A specific plot of ground approved for exclusive use by a designated Full member.
 - a. Residential Lot — for a permanent structure. Shown on the grounds map as RB.
 - b. RV Campsite — for RV's or trailers. Shown on the grounds map as R.
 - c. Tent Campsite — for tents, portable shelters and decks. Shown on the grounds map as T.
 - d. Overnight Camping Area — for temporary use by tents, trailers or RV's. Shown on the grounds map as OC.
10. SITE: An RV/Trailer or Tent lot that is listed on the grounds map and may be leased for camping purposes to Full members.
11. OFF HOURS: Those hours of the day and days of the year the Club is only open to Full members and their guests.
12. OPEN SEASON: That period of time when the Club is open on weekends from the beginning of April through the end of October; and Memorial Day, Labor Day, and July 4th. The President may also open the Club outside of this time frame for special events.
13. OFF SEASON: That period of time after the last weekend in October until the first weekend in April.
14. FISCAL YEAR: The Fiscal Year for the Sequoians shall be from January 1 through December 31 of the same calendar year.
15. MEMBERSHIP YEAR: The Membership Year for the Sequoians shall be from April 1 through March 31 of the next calendar year.
16. LOT LEASE: The year to year lease granting a member the right to use a specific lot.

17. CLUB: The Sequoians, Incorporated.
18. BOARD: The Board of Directors of The Sequoians, Incorporated.
19. GROUNDS MAP: The map of the Club property showing the location of all improvements, lots/sites, etc. that is on file with Alameda County as part of the Club conditional use permit.
20. GATE KEY: A key to the entrance gate(s) of the Club property.
21. GATE CODE: A code to the entrance gate(s) of the Club property.
22. GATE FEE: The fee charged to Prospective members, AANR Visitors, Associate members and Full members (for their guests) for use of the common grounds.
23. COMMON GROUNDS: The Club property not assigned to a leasehold.
24. COMMON USE AREA: That area of the common grounds that contains the Recreation Hall, picnic area, playground, lanai, lawn, pool deck, sports court, and upper common grounds.
25. MEMBER: Refers to Full, Associate and Millennial members as defined in the Bylaws.
26. MEMBERSHIP AGREEMENT: A contractual agreement between the Club and all Member which, with the Bylaws and these P&Ps, governs such Member's membership in the Club. Each such Membership Agreement shall be substantially in a form approved by the Board.

SECTION B - ADMINISTRATIVE POLICIES

1. Attendance at Board and General Membership meetings shall be limited to Full members in good standing. Members in arrears of dues may not participate in said meetings or sit as a member of the Board during deliberations. Associate and Millennial members may attend the meetings with the permission of the Board.
2. Gate keys and gate codes shall be held by Full members and others as authorized by the President or his/her designee.
3. Caretaker(s)
 - a. The Board of Directors may provide a caretaker(s) for the general maintenance of the Club common grounds.
 - b. The Board shall provide whatever compensation it deems appropriate, provided that any employment agreement entered into by the Board with a caretaker(s) shall be for no more than one (1) year in duration and such agreement shall be presented to the General Membership at the next regular meeting of same, after the execution of said agreement.
4. Office Manager(s)
 - a. The Board of Directors may provide an office manager(s) for the purpose of performing office duties when the club is open during Open Season.
 - b. The Board shall provide whatever compensation it deems appropriate, provided that any employment agreement entered into by the Board of Directors with an office manager(s) shall be for no more than one (1) year in duration and such agreement shall be presented to the General Membership at the next regular meeting of same, after the execution of said agreement.
 - c. The Office Manager, President and Vice-President are authorized to adjust gate fees for Prospective members, AANR Visitors, Associate members, visitors and Full member's guests as appropriate or when necessary.
5. In addition to the Bylaws and P&P's, there shall be available and kept current at the office:
 - a. A list of lots with names of leaseholders/tenants.
 - b. A waiting list for lots.
 - c. A schedule of Officers of the Day.
 - d. Instructions for the Officer of the Day.
 - e. Caretakers' responsibilities and schedule.
 - f. Office Manager's responsibilities and schedule.
 - g. The minutes of all of the General Membership and Board meetings of the preceding year.

This information will be maintained in a single binder in the office in an easily accessible location. This binder will be stored on a shelf or counter top in plain sight.
6. The Legal Chair shall publish, via email to the members, all additions and revisions to the Bylaws or the P&P's within two (2) months of the date they are passed.

7. All motions submitted for consideration by the Board shall be prepared in writing using a Sequoians Motion Proposal form. A copy of this form shall be added to the P&P's and listed as Addendum 1. Copies of all Sequoians Motion Proposal forms submitted for consideration shall be made available in the office by the Secretary for future reference by Full members for a period of one year.
 8. All motions of the Board that pass will carry the force of the published P&P's and any violation of said motion shall be subject to disciplinary action as provided for in the Bylaws and P&P's.
 9. The Agenda for regularly scheduled Board Meetings shall be published and sent electronically to members by 7:00 pm 5 days prior to the meeting. The Board reserves the right to add an item to the published agenda by majority vote. The final agenda shall be approved by the Board.
10. Publishing of Minutes
- a. The Secretary (or the President in the Secretary's absence) shall electronically send the minutes of the regular Board of Directors meetings and General Membership meetings to all members within 10 days of their approval as presented or amended. Draft minutes shall only be sent to Board members prior to any meeting for Board review before submittal for approval at the next meeting. Printed copies of draft minutes shall be made available to members who attend any meeting, prior to the meeting. All draft minutes must be clearly marked DRAFT on each page. Board Executive Session minutes, both draft and approved shall only be sent to the Board members. All minutes shall be clearly marked CONFIDENTIAL except those approved minutes sent to the membership.
 - b. The exception to paragraph (a) above shall be: With the approval of the President any minutes may be sent to selected persons, government agencies, businesses or attorneys if the President deems them necessary to conduct Club business (such as bank accounts, insurance policies, conditional use permits, legal matters, etc.) or necessary for someone coming before the Board in Executive Session relating to a rules violation, financial, employment or legal matter.
11. A member of the Board of Directors or a Board designee serving as Officer of the Day (OD) will remain on the Common Grounds from 10:00 a.m. until 5:00 p.m. when the Club is open during Open Season. The OD shall serve as a representative of the Club for anyone on the Common Grounds. The OD shall stand-in for the Office Manager so he/she receives a meal break after working no more than five (5) hours. Additional days and hours of OD duty may be scheduled by the Board, as needed, for evening and Off-Season events.

SECTION C – MEMBERSHIP

1. APPLICATION FOR MEMBERSHIP

- a. Any person, who wishes to be considered for any level of membership in the Club must complete and submit an application form along with the appropriate initiation fee to the Club office. Applicants must be at least 18 years old.
- b. The Membership Chair shall review the application for form and completeness.
- c. The Membership Chair will then submit the application, along with any supporting documentation to the Board for action at the next regularly scheduled Board meeting. A prospective member shall have visited the Club a minimum of three (3) times during Open Season or at a scheduled social event in the Off Season during their lifetime to be considered for membership. The Board may receive input regarding the applicant, either verbally or in writing, from any member of the Club.
- d. Each applicant shall be evaluated solely on his/her merits as a prospective member of the Club. Membership is open to any person of good character with a sincere interest in practicing social nudism. Race, religion, national origin, sex, marital status, sexual orientation, disability, and other aspects having no bearing on the character of the applicant shall not be considered.
- e. The applicant should be present at the Board meeting at which the application will be considered and make him/herself available to answer any questions the Board may pose. If a majority of the Board present feel sufficiently acquainted with the applicant they may choose to consider the application without the applicant present.
- f. The Board members should ask such questions that will confirm the applicant's legitimate interest in social nude recreation, ensure the awareness of what is expected regarding the general rules of the Club, confirm the commitment to meeting his/her financial obligations, share the dues discounts available through voluntary service to the club and determine whether the applicant will fit in with other members.
- g. The applicant shall then be excused from the remainder of the meeting.
- h. The Board shall then discuss the applicant's qualifications for membership and vote to approve or decline the application.
- i. The Board may choose to notify the applicant of the Board's decision by US Mail, electronic media or in person.
- j. If the Board declines an application the application fee shall be refunded.
- k. If an application is approved, dues and fees will be payable as follows:
 1. Full Membership – one half (1/2) of the monies owed (dues, and fees) must be paid within fifteen (15) days of being invoiced. Applicants shall pay the Prospective member gate fee rate until the Board processes the application. Such gate fees shall be credited to membership dues. After 15 days applicant must pay his/her dues in full; or sign up for a payment plan with the Treasurer. Payments must be timely to avoid late fees. Membership will be dropped if payment is not

made within 45 days of the invoice date or member is not current or on a payment plan.

2. Associate Membership – dues must be paid in full sixty (60) days from the date the new membership was approved. The full balance can be divided into two (2) equal payments, invoiced within 60 days.
3. Millennial Membership – dues must be paid in full sixty (60) days from the date the new membership was approved. The full balance can be divided into two (2) equal payments, invoiced within 60 days.

- l. Upon acceptance, all new members will receive a copy of the Club Bylaws and P&P's, as well as a copy of the Club's Membership Agreement.
- m. Each new member must execute and return a Membership Agreement as a condition to their membership becoming effective.
- n. Paid life membership in the Club is not available.
- o. Life membership in the AANR/AANR West shall be processed in accordance with the applicable AANR/AANR West guidelines. Full membership dues will be reduced by the AANR/AANR West dues.

2. TRANSFERS

- a. Applicants who have been members in good standing of an accredited nudist/naturist club for at least one year may have their application fee waived by the Board. The application fee shall not be waived for AANR members at large (i.e. not affiliated with any club). The probationary period shall not be waived.

3. MARRIED COUPLES

- a. Any non-resident member in litigation for dissolution or separation of marriage or domestic partnership will still be admitted to the grounds, unless either spouse requests, in writing, that the other not be admitted. This notice shall be submitted to the Membership Chair and filed by the Secretary. If one party withholds permission, both parties shall be denied access to the grounds. Dues must be kept current. If there is no reconciliation, each party that desires to retain membership shall be required to submit a new application for administrative purposes only. No application fee shall be applied.
- b. Any resident member in litigation for dissolution or separation of marriage or domestic partnership will still be admitted to the grounds unless there is a court ordered restraining order barring one or both members of the marriage from being at the club. If there is a court order, it must be submitted to the Membership Chair and filed by the Secretary. Dues must be kept current. If there is no reconciliation, each party that desires to retain membership shall be required to submit a new application for administrative purposes only. No application fee shall be applied.

4. CHILDREN OF MEMBERS

- a. A member's child who is no longer a legal dependent may be offered membership. He/she must pay the appropriate annual dues commencing on July 1 following the date he/she was emancipated, but need not serve a probationary period. An application fee will not be required. If the former dependent declines such offer of membership, he/she will be denied further admittance to the grounds except as a guest of a Full member.

- b. A member's child who has attained the age of majority, but is still a legal dependent, may retain permission to use the common grounds under the parent's membership until such dependency is terminated. Proof of such dependency may be required by the Board.

5. MILITARY LEAVE

- a. Upon payment of AANR/AANR West dues, any member who is on active duty with the armed forces and removed from the area for a minimum of six months may have their dues suspended. Proper documentation is required.

6. REINSTATEMENT

- a. A former member who resigned while in good standing shall be processed as a new applicant. The Board may, after reviewing the application, waive the application fee. The probationary period shall not be waived.
- b. Any member, who was dropped in bad standing by the Board because of failure to keep dues current, shall be processed as a new applicant. The application fee may not be waived.

7. RESIGNATION OF MEMBERSHIP

- a. A member, who wishes to resign from the Club must submit their gate remote and any Club keys in their possession and a letter (email is accepted) stating their intention to resign along with an effective date to the Membership Chair.
- b. Upon acknowledgment of their request by the Board and providing that all monies owed have been paid and the member is under no disciplinary investigation or ruling of the Board, a member's resignation will be accepted in good standing. No monies paid will be refunded.

8. SEVERANCE OF MEMBERSHIP

- a. All dues, fees, lease payments, and assessments, for all categories of membership are considered delinquent if they are not paid in full within forty-five (45) days after the annual renewal date (unless there is a payment plan worked out between the member and the Treasurer). It is the responsibility of each member to see that their dues remain current.
- b. Delinquent dues, fees, lease payments, and assessments, not paid in full within forty-five (45) days from renewal date will be cause for severance of membership in bad standing without notice.
- c. All payments for a membership year must be made prior to the end of that membership year. Dues, fees, lease payments, and assessments shall not be carried over into the next membership year, unless there is a payment plan in place.

9. MEMBERSHIP REQUIREMENTS

- a. All Full members, except Resident Member, shall use the Club grounds, facilities, privately owned recreational vehicles, tent sites and the residences on the grounds for daily recreational purposes only. Any overnight stays on the grounds shall be for short term overnight camping purposes only.

- b. All Associate and Millennial members shall use the Club's Common Ground for daily recreational purposes only and only during the Club's Open Season. Any overnight stays on the common ground shall be for short term overnight camping purposes only.
- c. All members are required to inform the Office or the Treasurer of their current mailing address, phone number, and e-mail address. This information will be kept confidential for OFFICIAL USE OF THE CLUB ONLY.

10. NUMBER OF ASSOCIATE AND MILLENNIAL MEMBERS

- a. The number of the combined total of Associate, Student Associate and Millennial members shall not exceed thirty-three percent (33%) of the total of all memberships.

SECTION D – CLUB ADMITTANCE POLICIES

1. Service Workers may be admitted to the Common Grounds for the purpose of performing hired work or an assigned task from a public utility or government agency. There is no gate fee for persons admitted as Service Workers and they shall not use the common grounds for recreational purposes. Service Workers may include, but are not limited to, tradespersons, law enforcement officers, firefighters, county administrators, delivery drivers, utility service persons, etc.
2. Persons who are members of the American Association for Nude Recreation (AANR) or members of another nudist club, upon presenting evidence of such membership may be admitted to the common grounds as AANR Visitors for recreational purposes. They shall pay the applicable AANR Visitor gate fee and may not exceed four (4) visits per calendar year.
3. Persons with a sincere desire to experience nude recreation and are considering the possibility of becoming a member of the Club may be admitted to the common grounds for recreational purposes as Prospective members. To encourage these persons to become members of the Club the following rules shall apply:
 - a) Prospective members shall be admitted on the referral of a Full member or upon submission of an application for Prospective membership to the Office Manager or another Board designated agent.
 - b) Upon approval of a Prospective member, the person shall be permitted four (4) probationary visits in any three (3) year period, after which time the Prospective member may apply for membership as specified in Section C of these P&P's. Further access to the common grounds may only be granted with Board approval.
 - c) Persons approved as Prospective members shall pay the applicable Prospective member gate fee.
4. Persons who are the Guest of a Full member may be admitted to the common grounds for recreational purposes. To accommodate the needs of Full members to host guests at their Club as well as encourage guests to become members of the Club, the following rules shall apply:
 - a) Guests of Full members who do not lease a camping or residential lot are permitted four (4) visits in a three (3) year period.
 - b) Guests of Full members who lease a camping lot are permitted four (4) visits per calendar year.
 - c) Guests of Full members who lease a residential lot and are immediate family members are permitted twelve (12) visits per calendar year. Other Guests are permitted six (6) visits per calendar year.
 - d) Persons visiting a Full member at his/her residence and not using the common grounds for recreational purposes are not subject to gate fees. All other Guest visits to the common grounds and/or a camping lot are considered for recreational purposes and subject to the applicable Member Guest gate fee.

- e) All Guest fees shall be paid by the Full member hosting the Guest(s) at the applicable Member Guest rate. Members are not permitted to solicit or collect gate fees from non-members in advance of their visit and present them at the office as the member's Guest Fee payment.
5. Former Sequoians members may visit the Club under the following rules:
- a) A person whose membership was terminated In Good Standing, within three (3) years of their date of termination, may visit the Club for one (1) day, for the purpose of reapplying for membership, or four (4) separate days if they hold a current AANR membership not obtained
 - b) A person whose membership was terminated In Good Standing more than three (3) year ago shall be processed as a Prospective member as described in paragraph 3 of this Section.
 - c) A person whose membership was terminated Not in Good Standing for failing to meet his/her financial obligation to the Club within the last membership year shall not be admitted to the Common Grounds until he/she meets their past financial obligation as certified by the Treasurer.
 - d) A person whose membership was terminated Not in Good Standing for any reason other than failure to meet their financial obligation to the Club shall not be admitted to the Common Grounds without Board approval.
 - e) Nothing in this paragraph shall overrule the authority of the President to waive any admittance policy on an individual basis or deny admittance to a person who is visiting a Club resident at their home and not using the Common Grounds for recreational purposes.
6. Each Full member may have up to seven (7) guests as part of a group entry. In the case of a larger group, nonmembers will be treated as guests so long as 75 percent or more of the group is composed of Full members and payment for group fees comes from one or more Full members.
7. If any group above eight (8) consists of twenty-five percent (25%) or more nonmembers, each Full member of the group must certify that they have not been reimbursed by any nonmember for their payment of gate and other fees. If such certification is not made the guest will be treated as a Visitor.
8. All visits for use of the common grounds for recreational purposes by Prospective members, AANR members and members of another nudist club shall be in the Club's Open Season unless special permission has been granted by the Board or the President for a special event or a circumstance they deem a necessary exception.
9. The total number of visits a person is permitted is cumulative and not exclusive to any one type of admission to the common grounds. Example: one (1) visit as a Prospective Member, one (1) visit as a Guest and one (1) visit as an AANR Visitor is a total of three

- (3) visits as it applies to the number of visits permitted by any type of admission or fee for use of the common grounds.
10. In order to maintain gross receipts from non-membership sources for use of the Club and services below fifteen percent (15%), the Treasurer (or other Board designated agent) shall monthly evaluate income statements and set the number of AANR Visitors and Prospective Members permitted per day for the following month.
 11. Corporate or business memberships are not permitted
 12. The Office Manager or other Board authorized agent must maintain books and records of any use and the amount derived from use by Prospective members and AANR Visitors. In addition, in the case of Guests, he/she must maintain books and records to substantiate the composition of any group entry consisting of Full members and guests and the source of payment for any associated fees. In cases under Section 4 above where groups consist of twenty-five percent (25%) or more nonmembers, the record must contain the following information:
 - a) The date:
 - b) The total number in the party:
 - c) The number of nonmembers in the party:
 - d) The total charges:
 - e) The charges attributable to nonmembers:
 - f) The charges paid by nonmembers:
 - g) The member statements certifying non-reimbursement by nonmembers
 - h) Where a nonmember makes a payment to the Club or reimburses a member and a claim is made that the amount was paid gratuitously for the benefit of a member, a statement signed the member indicating the donor's name and relationship to the member and containing information to substantiate the gratuitous nature of the payments and reimbursement.
 13. Single persons under the age of eighteen (18), not in the company of at least one parent or guardian shall not be permitted on the grounds unless prior written permission is secured from the parent or guardian.
 14. Only Full members and their guests, Associate members and AANR visitors may camp overnight. Associate members are limited to camping during Open Season. The President or his/her designee may waive this policy.
 15. Prospective members, AANR Visitors and Guest may be denied admittance or expelled from our grounds. This denial of admittance or expulsion shall be administered in the following manner:
 - a. Anyone who is deemed unwelcome at our Club and is denied admittance or expelled from our grounds shall have a Pink Card filled out containing his/her identifying information. This Pink Card shall be dated and contain a brief summary of the reason the person is unwelcome. The Pink Card shall be kept in the office

for reference by the Office Manager, the Officer of the Day, and any Board member who wishes to review it. When a person registers for admittance to our grounds, the Office Manager shall check the Pink Card file and deny admittance to any person found there. If a person with a Pink Card on file gains access to the grounds when the office is closed, he or she shall be required to leave when this is discovered. Any member may inquire at the Office or to a Board member and be told if there is a Pink Card on file for any person.

- b. The determination to deem a person unwelcome and to be denied admittance or expelled from our grounds may be made in any of the following ways: 1) by the mutual decision of the Officer Manager and the Officer of the Day, 2) by the mutual decision of the Office Manager and any Board member, in the absence of the Officer of the Day, 3) by any Board member and the Officer of the Day, in the absence of the Officer Manager, 4) by any two Board members in the absence of an Officer of the Day and the Officer Manager, 5) by a majority vote of the Board members present at any closed executive session. The Pink Card shall state the names of those who made the determination.
- c. The determination to deny admittance to our club shall be for the life of the person, with the following provisions: 1) the Board, at any closed executive session, may review a Pink Card and remove it by a majority vote of the Board members present, 2) a person who has been Pink Carded may appeal to the Board after six months from the date of the Pink Card, and on a yearly basis from thereon, to remove it from the file. It shall require a majority vote of the Board members present to grant the appeal to remove a Pink Card.
- d. A member who is terminated because of a felony conviction will have a note put in the member's membership file and on the registration card. This may be done by attaching a Pink Card. In this case, the review period does not apply. The person can re-apply for membership after completing his / her sentence, according to the wording in the Bylaws.
- e. At the President's discretion, a letter may be sent informing the person that they are unwelcome to visit our grounds and informing them of the right to appeal.
- f. Personal guests of members whose principal residence is located on our grounds and who have a Pink Card on file shall be admitted to pass through the grounds to visit those members at their residence site only. They are not permitted use of the common ground, trails or campsites.

16. The President, or his/her designee, may waive a Club Admittance policy on a case by case basis.

SECTION E - DUES, FEES, AND LEASES

1. All dues, fee and lease rates shall automatically increase annually based upon the inflation rate (or consumer price index) from two years previously. For 2020, that means the inflation rate for 2018 is used. For 2030, this means that the inflation rate for 2028 would be used. All rates are listed in the Dues, Fee and Lease Rate Table on the last two pages of this Section.
2. First choice: www.usinflationcalculator.com/inflation/historical-inflation-rates
3. Second choice, the CPI (Consumer Price Index) will be used from Table 24 of the PDF file found on the US Bureau of Labor Statistics website: www.bls.gov/home.htm
4. The Board will review the next year's rate increase at the September Board meeting. By majority vote, the Board can vote to not raise the rates for any given year.
5. If the Board votes to not raise the rates, the next year, only the one inflation rate (not the skipped rate) applies when the rates are to automatically go up the next year.
6. The Board may, at any time, by a two-thirds (2/3) majority raise or lower a specific fee(s) for a time period not to exceed one year that does not include dues or leases, for promotional purposes, emergencies or other special circumstances, except those fees set by a General Membership Meeting.
7. APPLICATION FEE: There shall be a separate application fee for Full, Associate and Millennial membership that is the same amount for a single or couple submitting an application(s).
8. DUES:
 - a. Annual membership dues are due and payable by April 1st of each year. Membership dues will be considered delinquent as of May 15th of the same year. If dues are not paid by May 15th, Policies and Procedures Section C (Membership), Paragraph 8 (Severance of Membership) applies.
 - b. AANR and AANR West dues are included in the Full member dues. Lifetime AANR members will have their membership dues reduced accordingly. AANR/AANR West dues are not included in Associate and Millennial member dues. However, Associate and Millennial members may purchase AANR membership through the Club at the rate AANR charges the Club.
9. VOLUNTEER SERVICE:
 - a. The Club encourages all members to engage with and support the Club through personal involvement with Club activities and operations such as facility maintenance, repairs and upkeep, planning or facilitating Club events, volunteering for leadership positions, and/or assisting with other Club projects. Members are allowed to select the activities or events for which they would like to volunteer (if any) and will not be required or coerced to perform any particular set of tasks or duties for the Club. Members' volunteer service contributions to the Club do not constitute an employer-employee relationship and members will not receive wages or other payment in return for such contributions.
 - b. All volunteer activity must be conducted in accordance with the Bylaws, these Policies & Procedures and any requirements established by the Board or any Board designee.

- c. Because the Club relies heavily on the volunteer support of its members, the Club offers “Gold” and “Platinum” discounts to those of its Full members who reach certain volunteer thresholds. Full members will be awarded with a discount for one year following the year in which they meet or exceed the applicable volunteer service thresholds. All new Full members will pay standard fees their first year of membership. Existing Associate, Student Associate and Millennial members may accrue volunteer work hours toward upgrade to full membership the next membership year. Hours cannot be carried over and will expire if not used toward upgraded membership by April 1st of the upcoming membership year.
- d. The current Gold & Platinum discounts and applicable thresholds are as follows:
 - (1) Gold Discount – A one-year discount awarded to any Full member who contributes at least 10 qualified volunteer hours in the prior year. The Gold discount entitles the member to a 15% reduction in dues for the applicable year.
 - (2) Platinum Discount – A one-year discount awarded to any Full member who contributes at least 20 qualified volunteer hours in the prior year. The Platinum discount entitles the member to a 35% reduction in dues for the applicable year.
- e. For purposes of earning the Gold or Platinum discount, qualified volunteer hours will include all tasks performed for the Club with the approval of a Board member or a Board designee. This service may include, but is not limited to, grounds projects, office duty, web site maintenance, and time spent doing Board or Grievance Committee work.
- f. Voluntary Service hours may not be transferred to another member without pre-approval of the Board.
- g. Eligibility for Voluntary Service hours requires members to complete a Voluntary Service approval slip signed by a Board member and turned into the Office or the Treasurer.
- h. All Voluntary Service must be pre-approved by a Board member.
- i. Members of the Club who have reached the age of 65 years or older and who have been members in good standing for 25 years or longer and who request it, shall be entitled to the Platinum discount regardless of volunteer activity. The 25 years of membership need not be consecutive.

10. GATE FEES

- a. A fee schedule for Prospective members, AANR Visitors, Associate members and for Full members' guests shall be established and published by the Board.
- b. Reduced gate fees may be granted to members of a visiting nudist club upon request to and approval by the Board. The request must indicate that the visit is a scheduled event, e.g., organizational meetings, recreational outings, etc.
- c. Members who do not have a lot lease may camp in an RV but must pay the overnight camping fee. They may leave the RV unattended in the overnight camping area for 25% of the overnight camping fee, not to exceed the maximum of fifteen (15) days total. Any members who tent camps and do not have a lot lease will not be charged a fee unless they camp in the overnight camping area.
- d. Prospective members, ANNR Visitors and Full members' guest(s), as approved by an Executive officer, who come to only attend a paid event may have their gate fees waived.

In addition, guests who only come through the gate to visit a resident member at their home do not pay gate fees.

11. LOT LEASE FEES

- a. RV/trailer and Tent Site lot lease fees shall be paid annually and are due by April 1st each year. Residential Site leases shall be paid as specified in each lease.
- b. Lots connected to club power facilities (PG&E) shall pay the following additional annual electricity fees:
 - i) Sites metered by the Club will be charged an amount calculated by the change in the meter value, read over the relevant quarter, based upon the PG&E rate in place at the time of the period being billed;

RV/Trailer (R) sites that are connected to a Club septic system will be bill an annual septic fee.
- c. All permanent residential sites (RB) that use the club garbage services shall pay an annual garbage fee.

12. CLUB OWNED SITE IMPROVEMENTS

- a. Sites that have reverted back to the Club at the termination of a Site lease will be offered to Full members at the price specified in the Dues, Fees and Lease Rate Table based on the following criteria:
 - i. Improved site without deck, water, or electricity
 - ii. With deck or pad
 - iii. With water
 - iv. With electricity
- b. Any personal items left on the lot when it reverts back to the club become Club property. If the Grounds Chair deems the property trash and has it disposed of, the previous leaseholder will be responsible for paying for the cleanup.

13. ENTRANCE GATE KEYS AND CODES

- a. Each Full member shall be given the gate code and is entitled to one gate key, upon request, for his/her use only. Other gate codes or keys for use by Service Workers, Prospective members, AANR Visitors or Associate members shall be given by the President or his/her designee, as necessary.
- b. There is a replacement fee for a lost gate key.
- c. A gate key deposit will be charged to anyone given a gate key for overnight camping use. Refund will be upon return of the key; if the key is left in the office mail box, a refund check will be mailed.

14. SPECIAL PROJECTS AND WATER FUND FEES

- a. The annual Special and Water Fund fees are listed in the Dues, Fees and Lease Rate Table.
- b. Only one member of an RV/Trailer or Tent Site Leasehold shall pay the RV/Trailer or Tent Site Water Fund Fee annual rate. Any other members on the lease shall pay the All Other Full Member annual rate.

15. PRORATING OF DUES AND FEES

- a. All dues and fees for new Full members joining from May to the end of the membership year shall be prorated based on the number of months left in the membership year. All dues and fees for new Associate members joining from May to the end of the membership year shall be prorated based on the number of months left in the Open Season. All dues and fees for new Millennial members joining from August to the end of the membership year shall be prorated to half (1/2) with number of visits remaining at 10. The numbers will be rounded up to whole numbers.
- b. All other fees, lease payments, and assessments shall be due as invoiced, and are considered delinquent based upon Policies and Procedures Section C (Membership), Paragraph 8 (Severance of Membership).

16. PAYMENT PLANS

- a. All Full Members can elect to either pay in full or select a standard payment plan.
- b. The payment plan shall cover the following items: Dues, Special Projects Fund payments, Water Fund payments, Non-Resident Lot Lease payments, resident garbage fees, and non-resident lot lease septic payments.
- c. The Payment plan shall not cover the following items: Site Electric usage fees, Resident lease fees, and assessments.
- d. Through the standard payment plan, the total amount due is broken into equal installments over an 8-month period, starting with April 1, and the last payment being due on November 1 of any calendar year.
- e. There shall be no surcharge for selecting a payment plan.

Dues Fees and Leases Rate Table	Inflation Rate			
	2020	2021	2022	2023##
Year	2020	2021	2022	2023##
Inflation Rate	2.40%	1.80%	1.20%	4.70%
Full Member Application Fee*	\$50	\$30	\$30	\$30
Associate Member Application Fee*	\$20	\$30	\$30	\$30
Millennial Member Application Fee*	\$20	\$30	\$30	\$30
Full Member Dues	\$600	\$611	\$618	\$647
Associate Member Dues	\$205	\$208	\$211	\$221
Student Associate Member Dues	\$154	\$156	\$158	\$166
Millennial Member Dues	\$225	\$229	\$232	\$243
Full Member Gate Fee	\$0	\$0	\$0	\$0
Associate Member	\$20	\$21	\$21	\$22
Student Associate	\$15	\$16	\$16	\$17
Prospective Member	\$26	\$26	\$26	\$28
Prospective Member Couple	\$41	\$42	\$42	\$44
Prospective Member Student	\$10	\$10	\$11	\$11
AANR Visitor Single	\$20	\$21	\$21	\$22
AANR Visitor Couple	\$33	\$33	\$34	\$35
Member Guest Single	\$12	\$13	\$13	\$13
Member Guest Couple	\$20	\$21	\$21	\$22
Member Guest Weekday, Off-Hours	\$8	\$8	\$8	\$9
Residential Lot Lease				
RV/Trailer Site Lease	\$563	\$573	\$580	\$607
Tent Site Lease	\$275	\$280	\$283	\$297
Sites Connected to Septic	\$113	\$115	\$116	\$121
Residential Water and Garbage	\$256	\$261	\$264	\$276
Vacant Club Site Unimproved	\$102	\$104	\$105	\$110
With Deck or Pad, additional	\$307	\$313	\$316	\$331
With Water, additional	\$102	\$104	\$105	\$110
With Electricity, additional	\$102	\$104	\$105	\$110
Replacement Gate Key Fee*	\$10	\$10	\$10	\$10
Gate Key Deposit*	\$10	\$10	\$10	\$10
Special Projects Fee – Each Full Member	\$154	\$156	\$158	\$166
Special Projects Fee - RV/Trailer Site	\$375	\$382	\$386	\$404
Special Projects Fee - Tent Site Lease	\$300	\$305	\$309	\$324
Special Projects Fee - Each Resident	\$1,024	\$1,042	\$1,055	\$1,105
Water Fund Fee, per month – Each Resident	\$0	\$20	\$40**	TBD
Water Fund Fee, per month - RV/Trailer Site	\$0	\$5	\$7**	TBD
Water Fund Fee, per month - Tent Site	\$0	\$5	\$7**	TBD
Water Fund Fee, p/m– All Other Full Members	\$0	\$3	\$4**	TBD

All rates rounded to whole numbers

*Not subject to percentage increase

** Water fund rates set by November 21, 2021 Board motion to be reviewed November 2022 Board meeting.

2023 listed rates will NOT go into effect as the Board voted to not raise rates. 2022 rates will apply for 2023.

SECTION F – LOTS AND IMPROVEMENTS FOR FULL MEMBERS

1. Each single member or couples who are married or in a domestic partnership may be allotted (space permitting) one plot of ground to lease and develop for RV/Trailer or Tent camping purposes. The size and location of said lot is to be designated by the Rules Chair in writing and approved by the Board. When a lot is selected, the lessee shall present a plan for improvements to the Rules Chair, who will in turn present the plan to the Board for approval.
2. When the Board approved development plans are completed to the satisfaction of the Board, the lot becomes a Site.
3. Whenever a lot lease is terminated and a site becomes available, it shall be offered to members in the following order:
 - a. Existing site holders. When two or more site holders want the site in question and meet the asking price, it shall go to the member who has had a site the longest. This allows existing site holders to “trade up” to better sites based upon seniority.
 - b. Members who have lost their leases (as a result of natural disaster or the elimination of the site by the Club). When two or more members in this category want the site in question, it shall go to the site holder who lost their site earliest.
 - c. Full members on the site waiting list in order (see below). If a member chooses not to accept the lot being offered, the member’s name shall remain in place on the waiting list. If a member on the waiting list chooses to take the offered lot, the member’s name will be deleted from the list and all members further down on the list will move up one slot.
 - d. Members at large. When two or more Full members at large want the site in question, it shall go to the person who has been a member of the Club the longest.
4. In the event that a residential lot becomes available as an offering of the Club, a bid package will be put together with a minimal bid amount provided. The Board, at its discretion will either (1) make the site available to the highest bidder, or (2) will make the site available to the first person who qualifies based upon the order defined in Paragraph 2, above.
5. The site waiting list for lots shall be maintained in the office and managed by the Legal Chair. When using the waiting list to offer members an available lot, this list will be used in order, from the first name through the last. A single waiting list will be maintained for both categories of sites (Tent and RV/Trailer). A waiting list for Residential Lots will not be maintained. To reduce confusion about the number above them on the waiting list, the first entry on the list will be listed as “existing site holders, in order of seniority.”
6. Notification of availability of sites by the Legal Chair (or a member designated by the Legal Chair) to the membership at large, will be done by email, Sequoian Sunshine, and posting in the office, based upon need.
7. Improvements of lots must be in compliance with applicable county codes and regulations. In addition, the Rules Chair has authority to approve improvements of lots. At the discretion of the Rules Chair, Board approval may be required on improvements of lots. If Board approval is required, the Board must respond within thirty (30) days of written notification by leaseholder. Improvements include, but are not limited to, gardens, tool sheds, decks, and any permanent or semi-permanent structure on the leased property. If approval is not granted for the improvement, and the improvement is put in anyway, it is

- the lease holder's responsibility to remove the improvement within thirty (30) days of the written notification to remove. If the Board has not taken action on an improvement for a year, the improvement is allowed to remain.
8. Only Full members may hold a lot lease, become a resident member, or sublet from a resident member. Unless a member is a residential leaseholder or spouse, domestic partner and/or immediate family of a residential leaseholder, the Board must first approved the member as a resident member before moving into a residence. The Board may not arbitrarily deny a member's request to become a resident member if the residency is permitted by the lease and state and county ordinances.
 9. A resident member who holds a Residential Lot lease and whose membership terminates by resignation or disciplinary action of the Board shall divest him/herself of all interest in the leasehold and improvements. The resident member(s) must vacate the residence within thirty (30) days of the resignation and/or disciplinary action. The resident member(s) shall have up to twelve (12) months to be divested of any interest in the lease and improvements. All payments associated with the lease are due and payable until the divestiture is complete. During this period, the Club will assist the former resident(s) in the divestiture, by allowing realtors, inspectors, and prospective buyer's access to and from the property specified in the lease, accompanied by a Board member or a person designated by the Board. Accessibility may be limited by unforeseen scheduling conflicts or Acts of God. The Board, for good cause, may, by 2/3 majority vote, extend the time limit to amount of time that can no more than double the specified time limits.
 10. There shall be three (3) separate and distinct leases considered as types of "Lot Leases":
 - a. Residential Lot (RB)
 - b. Tent Site (T)
 - c. RV/Trailer Site (R)
 11. All lots are subject to inspection by the Rules Chair on a yearly basis. Should a lot designated as Tent Site (T) or RV/Trailer Site (R) be found not to be in compliance with any current provision of these P&P's, and/or the Lot Lease, it will be the responsibility of the Rules Chair to give said leaseholder fifteen (15) days written notification of specific discrepancies.
 - a. Should corrective action not be taken by the leaseholder within fifteen (15) days, it will be the duty of the Rules Chair to recommend to the Board that the lot lease not be renewed.
 - b. The recommendation not to renew a lease must be acted upon by the Board on an individual basis at the next regular Board meeting. Disallowing the renewal of the lease requires a 2/3 vote of the attending board members.
 12. The Board must approve all lease assignments and transfers.
 13. CAMPING LOT LEASE TEXT

CAMPING LOT LEASE

THIS INTENDED TO BE A LEGALLY BINDING AGREEMENT, PLEASE READ IT CAREFULLY

{Date}

Castro Valley, California

THE SEQUOIAN, INCORPORATED, hereafter referred to as Lessor and {Member or members} hereafter referred to as Lessee, agree as follows:

- (a) Lessor leases to Lessee one {RV, Trailer, Tent} camp site designated as Site number {number} as shown on the Grounds Map of Lessor's property. The property referred to in this lease consists solely of the land described above. It does not include any structures of other improvements located on said land.
- (b) The term of this lease shall be for period of up to twelve (12) months, commencing on {date} and terminating on March 31, {year}, renewed annually on April 1, by payment of the lease fees. For the lease year ending on March 31, 2019, the lease period shall be from August 1 through March 31.
- (c) Lessee agrees to comply with all rules and regulations posted on the premises or delivered to Lessee by Lessor or stated in the Bylaws and Policies and Procedures manual and any other ruling documents of The Sequoians, Inc., including such rules and regulations as may be promulgated after the commencement of this agreement.
- (d) After an initial one (1) year lease term, if either the Lessor or Lessee has not given notice to terminate the lease, the lease shall be considered renewed for the following year and subsequent years until notice of termination has been received by the Lessor or Lessee according to the provisions provided in The Sequoians, Inc. ruling documents. Any change in Camping Lot Lease terms made by the Board or the General Membership voids this automatic renewal provision and requires a new lease agreement upon the anniversary date of this lease.
- (e) The undersigned Lessee(s) acknowledges having read the foregoing prior to execution and receipt of copy hereof.

Lessor: _____ Lessee: _____
For The Sequoians, Inc.

14. CAMPING LOT LEASE RULES

The following rules, regulations and policies apply to all camping lot leases.

- a. The Lessee has the option for renewal. If the Lessee has not notified Lessor of intent to renew within thirty (30) days following the end of the lease term, Lessor has the option to make the property and lease available to the membership at large who are full members in good standing. The Lessee has the option for renewal if and only if the Lessee is not in default on the Lease payments. If the Lessee is in default on the payment, the Lessor may or may not allow the Lessee to renew the lease.
 - i. If the Lessee intends to not renew the lease, or intends to exit the lease prior to the end date on the lease, the Lessee must notify the Board in writing at least thirty (30) days prior to selling the lease right or allowing the lease to expire.
 - ii. After the Board agrees to allow the lease transfer to other Club members, the Lessee shall offer the site at whatever sale price he/she chooses, and must notify the membership at large of the availability of the site.

- iii. If multiple offers are received at the requested rate, the site goes to the members based upon the order designated in the P&P's, Section F, paragraph 2.
- iv. If no offers are received, the Lessee can adjust the sale price, and return to paragraph 13.,a.,ii , above.
- b. Lessee has examined the property and accepts the same "as is."
- c. No animals (except pets) shall be kept on or about the premises without Lessor's permission.
- d. Lessee shall not disturb, annoy, endanger or interfere with neighbors, nor use the premises for any unlawful purposes, nor violate any law or ordinance, not commit waste or nuisance upon or about the premises or operate a place of business.
- e. Lessee shall not make alterations to the property without Lessor's prior written consent and permits as required by Alameda County.
- f. Lessee must remain a member in good standing of the Club for this agreement to remain in force. Termination of membership for any reason shall automatically terminate this lease.
- g. Lessee shall keep the premises and improvements in good order and condition and pay for any repairs to the property caused by Lessee's negligence or misuse. Lessee shall maintain the premises and improvements in compliance with applicable Alameda County codes and ordinances. For the purposes of this lease, an improvement can be a tool shed, deck, garden, tent, trailer or RV.
- h. Upon not less that twenty-four (24) hours advance notice, Lessee shall make the leased property and the trailers, tents, RV's, sheds and decking thereon available during normal business hours to Lessor or his authorized agent or representative for the purpose of entering the make necessary alterations or improvements or to supply necessary services. In an emergency Lessor, his agent or authorized representative may enter the premises at any time without securing prior permission for the Lessee for the purpose of making corrections or repairs to alleviate such emergency. Lessor retains the right to enter onto the leased premises in order to gain access to adjacent areas not otherwise accessible, without advance notice to Lessee. This lease does not relinquish the Lessor's right of access to property bordering the lot lease.
- i. Lessee shall not sublet all or any part of the premises nor assign this lease or any interest in it without the prior written consent of the Lessor.
- j. If Lessee abandons or vacates the premises Lessor may at his option terminate this lease and regain possession in the manner prescribed by law. A lease is considered abandoned if the Lessee failed to use the site at least six (6) times in the previous lease period. This abandonment clause only applies if the Lessee held a lease on the same lot in the previous lease period.
- k. If any legal action or proceeding be brought by either party to enforce any part of this lease, the prevailing party shall recover, in addition to all other relief, reasonable attorney's fees and costs.
- l. Time is of the essence. The waiver by Lessor or Lessee of any breach shall not be construed to be a continuing waiver of any subsequent breach.
- m. Should the Lessor require said lot for future expansion and growth, Lessee agrees to terminate this agreement after due notice in writing, within, thirty (30) days. If

the Lessor terminates the lease prior to the termination date of the lease, for this or any other reason, the Lessor shall refund a prorated portion of the previously paid lease fee. The Lessee may also terminate the lease in writing with thirty (30) days' notice. If the Lessee should discontinue the lease prior to the termination date of the lease, the Lessee is not entitled to any refund of the lease fees.

- n. This lot is leased for recreational purposes only. Lessee shall not use the site as a residence and must maintain a residence elsewhere. In accordance with Alameda County regulation, the site may not be occupied for more than fifteen (15) consecutive days at a time.
- o. Any Lessee who vacates, abandons or has a lease terminated is responsible financially for the return of the lot to its original state, or a state which is acceptable to the Lessor. The Lessee must clean up the site and remove personal property from the lot within sixty (60) days of the date on which the lease was terminated. If the Lessee fails to clean up the site and remove the structures within sixty (60) days the Lessor may perform said action and bill the Lessee. Personal property is anything added to the site after the lease was offered to the Lessee. If a tent, trailer, RV, shed or deck was on the property and was purchased from either the Club or prior leaseholder, that property is also considered personal property for the purpose of this lease. If the next leaseholder wants the personal property, that leaseholder may purchase it from either the prior leaseholder or the Club, consistent with the P&P's.
- p. The Lessee shall provide and maintain the following fire equipment on the property:
 - i. Class ABC five (5) pound fire extinguisher with proper certification.
 - ii. Working smoke detector in any structure.
 - iii. Shovel.

SECTION G - GROUNDS RULES

While on the Club common grounds area members, members' guests and visitors are expected to respect the rights, comfort, and sensitivity of all who share it. The following is intended to create a safe, peaceful, and relaxing atmosphere at the Club. Violations are subject to disciplinary action as prescribed in the Bylaws and P&P's.

1. GENERAL

- a. These ground rules apply to all persons on the Club common grounds.
- b. Only Prospective members, AANR visitors and member's guests shall be permitted recreational visiting privileges to the common grounds area. Only Full members may have guests at any time and are responsible for payment of the guest's gate fees.
- c. Embarrassing, harassing or aggressive behavior is inappropriate to the Club's environment.
- d. Inappropriate physical contact, intoxication, abusive, uncouth, or vulgar language or body language will not be tolerated.
- e. The Club is not financially responsible for loss or injury incurred by anyone while on the common grounds area.
- f. Minor children must be supervised by their parents or a responsible adult approved by the parents. Children must not be allowed to disturb others or destroy or damage Club property. Parents shall be held responsible for any damage caused by their children. Minor children left on the pool deck cannot be assumed to be looked after by others without first asking someone and getting their agreement to look after them.
- g. All persons admitted to the Club for recreational purposes are required to be nude while on the common grounds, weather and personal hygiene permitting, with the exception of designated locations and times determined by the Board.
- h. The possession and consumption of alcoholic beverages on the common grounds is permissible; however, disorderly conduct and public drunkenness will not be tolerated.
- i. The speed limit on The Club common grounds area is 10 miles per hour.
- j. The discharge of firearms or other lethal weapons on the common grounds is forbidden except when required for protection of life and property or in designated areas.
- k. Sexual harassment and sexist behavior will not be tolerated.
- l. Ignited (smoked) and ignition free (vaporized) consumption of nicotine products are prohibited on the common grounds, except in those area(s) designated as smoking areas. The designated areas shall include leased sites, and those other specific sites so designated by the Board.
- m. When nude, always sit on a towel when using a chair or bench in a public place.
- n. Ashtrays will be available to cigarette smokers in designated smoking areas only. The Club trash containers are available to dispose of trash generated from Club related club activities and for daily Club resident and site holder refuse. The Club trash container may be used for excess resident / site debris if space is available in the trash containers on the day before trash pickup (or prior approval by the President). The Club trash containers may not be used for external job site debris without prior approval from the President.
- o. The road leading to the Rec. Hall, the area around the Rec. Hall, and the overnight camping area are No Parking Zones. Access by vehicles is available for necessary work, special needs, and drop-off/pick-ups of persons or goods.

- p. All foot bridges on the Club property are for foot traffic only. No motor vehicles are allowed on foot bridges.
- q. Members' personal music players, whether individual players or part of a vehicle sound system, shall not be played at a volume that other members consider disturbing and/or annoying.

2. USE OF FACILITIES:

- a. All persons using the common grounds are responsible for the clean and attractive condition of the grounds at all times.
- b. All persons using Club facilities other than members and their guests shall leave the Club grounds by sundown, unless there is a social activity with members present.
- c. Persons using tools or equipment are responsible for their condition and return to their proper places.
- d. The entrance gate must be kept closed at all times with a gate key or gate code needed to open it, except as follows:
 - i) Those hours of the day on the days of the year the Club is open during Open Season.
 - ii) Those hours of the day on the days of the year there is a Board approved special event that members, guests, Prospective members and AANR visitors are invited to attend.
 - iii) With the President's permission, for up to one hour when a delivery or service vehicle is expected while a member waits at the gate.
 - iv) When Fire, Police or EMT's have been called and an emergency vehicle will need immediate access.

When entering or departing the grounds, it is your responsibility to close the gate if it is found open. Keep the roadway outside the gate clear at all times if your car is to be left unattended.
- e. Persons using the kitchen facilities must wash and return all dishes, implements, and equipment to their proper places in good condition after use.
- f. Leased lots are intended for recreational purpose only and are limited to fifteen (15) days consecutive use at any one time. One cannot spend fifteen (15) days; depart for one day and resume occupancy for an additional fifteen (15) days and so on, thus, in effect, creating a permanent residency. A minimum of four (4) days must elapse between occupancies.
- g. No Trailer, recreational vehicle, camper shell, tent, or similar camping shelter may be placed in the Overnight Camping Area(s) for a period longer than fifteen (15) days whether occupied or not. Such shelters may be returned to the Overnight Camping Area(s) only after a minimum of four (4) days have elapsed since the previous period of placement. Shelters in violation of the above are subject to removal to an appropriate storage facility at the expense of the owner(s).
- h. No item of personal property may be stored on the Club common grounds other than leased campsites and residences. Property stored at campsites and residences must not violate county ordinances, create a fire, health, or safety hazard nor create an unsightly condition. Items of personal property that are in violation of the above are subject to removal at the owner's expense.
- i. A quiet time shall be maintained between the hours of 10:00 p.m. and 7:00 a.m. The Recreation Hall is not included in this restriction.

3. PHOTOGRAPHY POLICY

- a. Taking pictures and/or videos on the grounds of the Club is a privilege, not a right. As a privilege, the following rules apply:
- b. Except for still photos taken at the Sequoians “Selfie-Spot” which is defined in paragraph (q) of this Photography Policy Subsection, a camera pass MUST be visible on any person given permission to take photographs or video recordings at all times while on the grounds of the Club. The pass will include the start and end dates for the pass, the name of person authorized to use it, the names of the Board members who approved it, and the purpose for the pass. Without a camera pass, no photographic or video capable device shall be permitted in the common use area unless the device has been registered with the office and brightly colored dot sticker has been placed over the lens. This would include but is not limited to cell phones, smart phones, computer tablets, computer laptops, camcorders and portable display readers.
- c. The members designated as official Club photographers will be allowed to have long term passes with a specified starting and ending date. The Board must approve the official club photographers in advance of the long term pass being granted. Long term passes may be revoked by the Board at any time prior to the originally designated ending date. A majority vote of all present Board members must approve the pass, and must sign it. Long term passes MUST be requested and approved at Board meetings.
- d. Any other person, who desires to take pictures or videos while on the grounds of the Club MUST get a one day pass approved by three (3) Board Members. They must specify the purpose for the pass when requesting it and the purpose shall be written on the pass. Day passes may be revoked by any Board member at any time prior to the end of the day for which it was granted. The three (3) Board Members must sign the pass. The Board members must make sure the person requesting the pass knows the photography policy before signing the pass.
- e. Lease holders are allowed to take photographs / videos within the confines of their leasehold without a camera pass. Refer to sub-sections f, g, h, I, and l for restrictions on this sub-section.
- f. Common sense rules apply. NOBODY shall take PHOTOS of ANYBODY unless permission is explicitly given by ALL parties involved. This includes anyone in the background.
- g. WRITTEN PERMISSION from BOTH PARENTS or legal guardians must be obtained before taking pictures of MINORS.
- h. Any photographer wishing to publish photos of any person photographed on Club grounds that is published in any media (including the World Wide Web or other new technology / media) MUST obtain a release signed by both the person photographed and a member of the Board in advance of the publication. If the person is a minor, the release must also be signed by both parents and/or legal guardians.
- i. If a photographer is accused of taking unauthorized photographs, the film and/or storage media MUST be surrendered to a Board member for processing. If the accusation is justified, charges may be brought against the accused. If the accusation is unfounded, the accuser must pay for the film and/or storage media, and any processing fees.
- j. The photographer is responsible for the content of his/her photographs.

- k. Failure to comply with the above will result in disciplinary action based upon the severity of violation. Consequences for violations can range from suspension of photography privileges for a limited period, up to termination of membership.
- l. There will be no charge for camera passes.
- m. All events held by the Club must have verbal approval of the Board member responsible for the event for photographs and / or videos to be taken, from which photographers, and for how they are to be taken.
- n. All photos and / or videos must be turned over to the Board member specified in section m, above, within a reasonable timeframe, for Club's use. Backup copies and/or originals shall NOT be maintained by the photographer, but may be maintained by another Board member. The Board member may allow use of the images and/or videos by designated committee members.
- o. All photos and / or videos taken of club activities and turned over to a Board member become the possession of the Sequoians, Inc., and the copyright is further assigned to the Club. Photographers must sign a written copyright waiver to get a pass.
- p. Exceptions to sections (a) through (m) will not be allowed. By a majority vote of the executive members of the Board, the restrictions imposed by sections (n) and (o) can be overwritten, on a case-by-case basis.
- q. A specific spot with a stand to hold a hand-held phone/image capture device shall be established by the Board at the end of the walk bridge over the creek at the entrance of the common use area. It shall be faced toward the Sequoians welcome sign on the side of the storage garage. This site shall be known as the Sequoians "Selfie-Spot" and may only be used for photos of a person(s) standing in front of the sign.

4. POOL RULES

- a. Common sense rules apply. No running, pushing, or wrestling on the pool deck. No diving into the pool. Flotation devices are allowed in the pool as long as there is space for them and no one asks that they be removed. No flotation devices are allowed in the hot tub.
- b. A soap shower is required before entering the pool and hot tub.
- c. No children under the age of 14 shall be permitted in the pool, in the hot tub, or on the pool deck without adult supervision and the consent of the children's parents, in accordance with state law.
- d. Glass beverage cups and glasses are forbidden within the gated pool and hot tub area. Glass storage containers, such as those for wine, beer, soda, and juice, etc. may be brought into the gated pool and hot tub area if they are kept in an insulated beverage cooler and are only taken out to pour the beverage into a plastic, Styrofoam, or paper cup or glass.
- e. Neither clothing nor swimwear shall be worn in the pool or hot tub at any time. Diapers are allowed.
- f. The last person using the hot tub at the end of the day is to cover the hot tub.
- g. The last person using the pool at the end of the day is to cover the pool.
- h. The gates to the pool area are to be kept closed at all times.

5. SPORTS COURTS

- a. The two Sports Courts; the Upper Sports Court and lower Bocce Ball Court are open for sports play from dawn until 10:00 p.m. on Sunday through Thursday and from dawn until 11:00 p.m. on Fridays, Saturdays and Sundays (preceding holidays.)
- b. Any lights being used for evening sports activities must be turned off at 10:00 p.m. on Sunday through Thursday and at 11:00 p.m. on Friday, Saturday and Sunday (preceding holidays.)
- c. Any music being played by sports participants or spectators must comply with rules regarding the playing of music in paragraph 1 of these Grounds Rules.
- d. Participants should be mindful to put back in good order any Club sports equipment at the end of play.

6. FIRE REGULATIONS

Be mindful that the Club is located in an area of high fire danger.

- a. Smoking or the carrying of any burning material on trails, and in undeveloped areas is not allowed. Cigarette butts must be properly disposed of.
- b. Charcoal fires are permitted only in the Club barbecues next to the Recreation Hall. Such fires shall be completely extinguished with water after use.
- c. Non-propane Bar-B-Ques, with the approval of the current Rules Chair / Club Fire Marshall, are allowed on personal sites.
- d. Once a fire is lit, it must NEVER UNDER ANY CIRCUMSTANCES BE LEFT UNATTENDED.
- e. Propane appliances are permitted at campsites.
- f. No fireworks or open fires are allowed at any time on any part of the Club property.

7. VEGETATION

Removal of vegetation on Club property:

- a. Live trees and/or branches thereof three inches (3") in diameter or larger can be removed only if approved by a decision of the Board.
- b. Live woody plants or their parts of less than three inches (3") in diameter and all dead wood (dormant plants are not dead!) can be removed by permission of the current Grounds Chair alone.

8. PETS

- a. Pets are required to be vaccinated against rabies and proof of vaccination is required upon request of the Board.
- b. All pet owners are responsible for the actions of their pets.
- c. Dogs are not permitted in the common use area.
- d. Dogs on a leash (not to exceed six feet in length) are permitted to be in the other areas of the Club under the control of their owner.
- e. Dogs are permitted to be off-leash on the trails beyond the leased campsite areas, on the road outside of the main entrance gate, and at leased sites.
- f. Dog owners must pick up after their dog and dispose of the waste.
- g. Pet owners shall not permit their pets to jump on other people or pets without invitation.
- h. Service dogs are exempt from paragraphs c., d., and f.
- i. Any leaseholder that must cross the common use area to access their site shall be permitted to bring their pet to the site on a leash.

9. CANNABIS CONSUMPTION AND CULTIVATION

- a. Both medical and recreational consumption of Cannabis is permitted at specifically designated areas of Sequoians Common Grounds, at Residences and at Leased Campsites. Cannabis may be consumed in ignited, (smoked) ignition-free (vaporized) or edible form. There shall be no consumption away from these designated locations, including the trails.
- b. Cannabis consumption is only permitted on the Common Grounds at locations designated by the Board of Directors. Those locations must be:
 1. Separated from areas designated for tobacco consumption.
 2. Clearly demarcated.
 3. Sufficiently distanced away from other social areas (such as the pool deck, rec hall, etc.), to minimize the potential of second hand smoke or vapor.
 4. Landscaped to minimize the potential of fire hazard.
 5. Equipped with a butt receptacle.
 6. Equipped with a fire extinguisher.
- c. While Cannabis consumption is permitted, over-intoxication that results in disorderly or disruptive conduct will not be tolerated. Anyone judged to be over-intoxicated and acting in any way disorderly or disruptive will be managed to minimize their potential to harm themselves or others.
- d. Resident and Campsite leaseholders shall take all necessary precautions to prevent the consumption of ignited (smoked) or non-ignited (vaporized) cannabis from being near anything that could ignite and cause a fire.
- e. Cannabis may only be cultivated on the leasehold of resident sites.
 1. No cannabis shall be cultivated for resale.
 2. Cannabis cultivation shall comply with all California and Alameda County laws that regulate such cultivation.