



**R-RANCH P.O.A.
OWNER'S
INFORMATION
HANDBOOK**

Revised December 12th, 2023

R-Ranch Contact Information

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Headquarters	530-475-3495	hq@r-ranchca.com
After-Hours Owner Services	530-598-6079	
Cottonwood Campground	530-475-0950	cottonwood@r-ranchca.com
Klamath Campground	530-475-0318	klamath@r-ranchca.com
Gun Range	530-475-3656	gunrange@r-ranchca.com
Stables	530-475-3425	stables@r-ranchca.com
General Manager	530-598-4408	gm@r-ranchca.com
Board of Directors		board@r-ranchca.com

Dear Partner,

Thank you for being part of “R” family here at R-Ranch! We are the original R-Ranch, founded in 1971 by Jeff Dennis. As Owners, it is our privilege and responsibility to make R-Ranch a place that we can all enjoy. Please take the time to familiarize yourself with this Owner’s Information Handbook.

The purpose of the Handbook is to provide Owners with a concise, common-sense guide that enacts the safe and mutual enjoyment of all R-Ranch’s shared amenities. The Handbook is regularly updated by the Board of Directors to meet the current needs of R-Ranch Ownership. The handbook is meant to promote respectful, considerate, and appropriate interactions among Owners/Members, Guests, and Staff, and ensure the equitable and peaceful shared use of our Ranch.

The handbook is based on the Ranch’s governing documents which are compliant with state and federal rules and regulations, and adheres to safety, fire, and health codes enacted by the state and county. As a non-profit mutual benefit corporation, we are also bound by laws regarding membership and finance and how we operate (recreate) within this framework, which is reflected in this handbook. All Owners have the responsibility to be familiar with R-Ranch CC&Rs/Bylaws.

Additional information is available on the Ranch website, at www.r-ranchca.com. You will need to create an account to login to the Member Portal where you will be able to access newsletters, meeting minutes, board meeting information, volunteer opportunities, important updates about R-Ranch, the Ranch Event Calendar, the complete governing documents and more, as well as being able to request reservations and trailer pulls, and pay online. We highly recommend that all Owners take advantage of the website.

Please do not hesitate to check in with HQ to clarify any rule or procedure that feels ambiguous. The wellbeing of R-Ranch depends on your conscientious observation of the rules.

Thank you,
Board of Directors, R-Ranch Property Owners' Association

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R-Ranch Vision, Mission, and Core Values

R-Ranch Vision Statement:

To create the best vacation destination for current and future owners by offering a diverse range of quality recreational activities.

R-Ranch Mission Statement:

To provide the highest quality recreational experience for owners by ensuring a broad spectrum of activities in a fiscally responsible manner, to preserve existing ownership, attract the next generation and encourage active owner participation.

R-Ranch Core Values:

- **Inclusive:** We are diverse by nature and inclusive by choice.
- **Fun:** We create moments that matter and have a blast doing it! Fun has no height restrictions.
- **Collaboration:** We create opportunities for involvement. We are excited about teamwork; we contribute to collective goals. We always recognize and celebrate our shared successes.
- **Transparency:** We are committed to truthful, open and transparent communication at every level. We stand up for one another, and what we believe in. We honor our commitments and deliver results and hold ourselves accountable for delivering results.
- **Integrity:** We do what is right, even when no one is looking.
- **Trust:** We are stewards of the resources and experiences entrusted to us. We show up for each other and our Owners. Trust is our currency.
- **Respect:** We respect our Owners, Staff, each other, and our differences in the way we operate. Mutual respect and honesty create a healthy environment.
- **Leadership:** We have the courage to shape a better future. We listen well before trying out new ideas. We embrace our role and responsibilities. We commit to tasks, goals and promoting accountability through empowerment.
- **Quality:** What we do, we do well.

Section 1: Definitions

1. **Owners/Members.** By purchasing a share in the R-Ranch Property Owners Association, you are both an Owner of a deeded share, and a Member in the Property Owner's Association ("POA"). The terms "Owner" and "Member" can be used interchangeably. Owners/Members enjoy all the rights and privileges of Membership in the Association as defined in the Governing Documents, do not pay guest fees, and are defined as one or two adult individual persons living in the same household and named on the Deed. If there is more than one named Owner on a deeded share and the second name is not the Spouse of the first name on the share, the following applies:

- a. A share may only be owned by two adult persons living in the same household at the same address, unless the exceptions cited in the CC&Rs section 2.3 (c) regarding inherited shares or corporation owned shares apply.
 - b. Only one living person at a time can be listed as the Primary Name on the share and enjoy Membership privileges in the Association. Primary Name on the share can only be changed once per calendar year. Please see the Associate Members definition for the complete list of the Primary Shareholder's family members that can enjoy Associate Membership.
2. **Associate Members** of R-Ranch Property Owners Association do not pay guest fees and may be any of the following:
 - a. A second adult living at the same residence of the Owner/Member if only one individual is named on the deed as the Owner/Member.
 - b. An Owner's child(ren) or foster child(ren), or wards under the age of 24 living at the same address as the Primary Owner/Member.
 - c. Children under age 24 of the Primary Owner/Member who are documented full-time students and living away from home.
 - d. A child(ren) with a documented disability, regardless of age, who lives at the same address as their Owner/Member parent, if that parent provides the majority of care for said child.
 - e. A Primary Owner/Member's child(ren) under age 18 not living at the same address as the named Primary Owner/Member.
3. **Immediate Family** has been defined by the Board as the individuals that qualify as Associate Members.
4. **Guests** are all other individuals that do not meet the definition of Owner/Member or Associate Member. Guests must be sponsored by an Owner/Member who is camping or staying overnight on the Ranch each night the guest stays. The sponsoring Owner/Member must supervise and be responsible for their guests on R-Ranch Property. Additionally, R-Ranch may use Ranch-owned shares to sponsor guests for the purpose of promoting Ranch Ownership when approved on a case-by-case basis by the General Manager. See Section 4 for complete Guest Rules.
5. **The General Manager** ("GM") is responsible for the day-to-day operations of R-Ranch, oversees employees, handles most Owner complaints and concerns, and fulfills all other duties and responsibilities as needed.
6. **Board of Directors Members** ("BOD") are volunteers that are elected by the Owners to oversee the Manager(s), conduct hearings when Owner Discipline is required, and fulfill all other duties and responsibilities as defined in the Governing Documents.
7. **The Governing Documents** of R-Ranch consist of the Covenants, Conditions and Restrictions ("CC&Rs"), the Articles of Incorporation, the By-Laws, and this Owner's Handbook. Board Resolutions may also apply. Current versions of the Governing Documents are available at Headquarters or in the Member Portal of the website www.r-ranchca.com. It is the responsibility of each Owner/Member to know and abide by the Governing Documents.
8. **Recreational Use** of R-Ranch has been defined by the Board as the temporary shared use of R-Ranch properties and facilities, not to exceed 210 overnight stays per year, for the purpose of camping, hiking, horseback riding, hunting, fishing, swimming, sports, off-road adventures, and other recreational uses authorized by the Association.

9. **Day Use** is defined as 6:00 AM to 8:00 PM. Attendance at R-Ranch sponsored events occurring after 8pm, such as dances, movie nights, or parties shall be considered day-use of R-Ranch and will not count against an Owner's 210 overnight stay limit.
10. **Overnight Use:** Anytime an Owner is present on R-Ranch property after 8pm or overnight, or the Owner's belongings (including trailer, RV, tent, or any other items) are occupying a campsite or other lodging option at R-Ranch after 8pm or overnight, it shall be considered an overnight stay and shall be counted against the Owner's 210 nights at R-Ranch.
11. **An Owner in Good Standing** is defined as an Owner that is current on all Assessments, Special Assessments, and Special Individual Assessments (otherwise known as Fines or Fees), and whose rights are not suspended due to Disciplinary Action. Owners in good standing are entitled to all the rights and privileges afforded them in the Governing Documents and may use the Ranch properties and facilities in accordance with rules, vote in elections, participate in meetings and events, and may bring their Associate Members and Guests to the R-Ranch with them.

Section 2: General Information

1. **Property Uses:** The R-Ranch properties shall be used solely as a recreational community, and for ranching, grazing, hiking, camping, horseback riding, hunting, fishing, swimming, sports, and other recreational uses authorized by the Association, in accordance with the Association's CC&Rs and By-Laws, which apply to all Owners, Associate Members and Guests. The Board has the right to lease or grant use of the Properties as long as it does not interfere with recreational use, including using the properties for the purpose of promoting R-Ranch Ownership. The R-Ranch cannot be used as a permanent address or residence, as explained in section 9 of this handbook.
2. **Use of Facilities:** Owners of R-Ranch (also known as Members of the R-Ranch Property Owners Association) and Associate Members of R-Ranch who are in "Good Standing" as defined in section 1 of this handbook, are entitled to the use of all R-Ranch facilities. Owners may have Guests join them at R-Ranch, in accordance with the Guest Rules found in section 4 of this handbook.
3. **Exceptions:** Any exception(s) to the rules contained in this Handbook, or to any other posted or area rules of R-Ranch, must be approved in advance and in writing by the General Manager. Only the R-Ranch General Manager has the authority to grant exceptions/exemptions to rules.
4. **Use of Volunteers:** R-Ranch reserves the right to utilize volunteers to serve on committees, assist with Ranch activities and events, accomplish projects on R-Ranch, and complete any other duty needed. (This passage is still pending review by legal counsel.)
5. **Exchange of Services:** The Board, in consultation with the General Manager and as complies with CA labor laws, may grant an exchange of services as partial payment on a case-by-case basis. (This passage is still pending review by legal counsel.)
6. **Transfer of Shares:** Owners are welcome to transfer their deeded shares back to R-Ranch or to another individual. A transfer fee will apply to cover related internal costs (By-Laws section 3.5). Transference or sale of share does not release Owner from responsibility for fines and fees associated with that share (CC&Rs section 4.1). Owners are responsible for ensuring that they transfer or sell their shares in accordance with the Governing Documents, particularly CC&Rs

section 2.3. Owners must notify R-Ranch in writing that they have transferred or sold their share within 72 hours of doing so, to be released from the liability for continued use of the share.

7. **New Owners:** All New Owners must contact Headquarters at least 72 hours prior to their first visit to R-Ranch as an Owner. All R-Ranch paperwork must be completed, fees must be paid, Owner IDs issued, and gate access activated before use of the Ranch properties will be granted. A new owner tour or orientation appointment is highly recommended and can be arranged through Headquarters.

Section 3: General Rules

1. **Quiet Enjoyment of the Property:** Owners/Members are entitled to the quiet enjoyment of R-Ranch. Noxious activities are prohibited. CC&Rs Article V, Section 1: "No illegal, noxious or offensive activities shall be carried out or conducted upon any Common Area nor shall anything be done within the Properties, which is or could become an unreasonable annoyance or nuisance to neighboring Owners."
2. **Annual Forms:** To ensure that we have the most current information on file, and to protect the interests of R-Ranch, all Owners are required to submit updated and signed forms each year. These forms will be mailed to all Owners with the annual assessment invoice each year and must be returned when due. The required annual forms are as follows:
 - a. Owner Information Form
 - b. Release and Waiver of Liability and Indemnity Agreement (One waiver covers all activities at R-Ranch)
3. **Assumption of Risk:** R-Ranch Property Owners Association is not responsible for any injury/death of individuals while on R-Ranch property, or any loss or damage to any personal property on R-Ranch grounds. All persons entering R-Ranch property do so at their own risk and must sign a Waiver of Liability.
4. **210 Night Limit:** Overnight use of R-Ranch is restricted to 210 nights per calendar year. See section 9 for more information.
5. **Ranch Resources and Dump Stations:** R-Ranch facilities are to be used for R-Ranch Owners while staying on the R-Ranch. There is to be NO dumping of garbage or septic (Blue boys) brought in from outside the Ranch or produced by Owner/Members, Associate Members or Guests not staying on the Ranch. Ranch resources and equipment shall not be removed from the Ranch without written permission per incident from the General Manager. This includes water, tools, plants, natural resources and firewood.
6. **All Laws Apply:** All local, state and federal rules and laws shall apply to all Owners/Members, Associate Members, guests and staff at the R-Ranch. This includes alcohol use, drug use, driving, smoking, and any activity that requires licensure such as hunting, fishing, etc.
7. **Smoking/Vaping/Recreational Drug Rules:** Smoking, vaping, and recreational drug use are not allowed inside the fenced swimming pool area or in any R-Ranch building, including restrooms, stables, barn or any other building. Furthermore, smoking and recreational drug use are not allowed in the pastures. Using the gun range or operating vehicles while under the influence of recreational drugs is prohibited.

8. **Alcohol Use:** Owners/Guests consuming alcohol are subject to all Ranch, state, and federal rules and regulations. R-Ranch is not liable/responsible for alcohol consumption by Owners/Guests while on R-Ranch property. Using the gun range or operating vehicles while drinking or under the influence of alcohol is prohibited.
9. **Lodging Limits:** Each share may use only one (1) Campsite, OR one (1) Rental house/cabin, OR one (1) Line Shack for the purpose of staying overnight. Fees may apply. Additional sites/houses/line shacks may be used by the Owner's guests (subject to availability and applicable fees, see section 4 for guest rules) or to accommodate large families with minor children (at the General Manager's discretion).
10. **Owning More Than One Share:** When more than one share is owned by the same person/entity, the following apply:
 - a. Each share gets one vote in the elections of R-Ranch.
 - b. Each share may use only one (1) Campsite, OR one (1) Rental house/cabin, OR one (1) Line Shack for the purpose of staying overnight.
 - c. Regardless of the number of shares owned, each individual can only stay overnight at R-Ranch for a total of 210 nights per calendar year, whether as an Owner or as a guest of another Owner.
 - d. Any loss of "Good Standing" status for one share will automatically be considered a loss of "Good Standing" status for all shares owned by the same individual/entity.
11. **Leave Areas Clean and in Good Repair:** All areas of the ranch shall be left clean and undamaged for the use and enjoyment of the next owner.
12. **Mail Restriction:** Owners cannot receive mail or newspapers at R-Ranch or its business Post Office boxes.
13. **Lost and Found:** Report any lost articles, or turn in any found items, to HQ or an R-Ranch employee in the area where it was lost or found.
14. **R-Ranch Identification:** Owners are required to bring their Owner Identification Card ("ID") to R-Ranch for each visit. Owners must show their Owner ID Card to any employee as requested. ID Cards are frequently checked at the gun range, stables, swimming pool, lodges, and at R-Ranch events, activities, and meetings. Headquarters can issue temporary ID Cards or wristbands to Owners that forget theirs and can create new ID Cards or wristbands when needed.
15. **Fees:** Certain services and activities are available for a fee. Use fees will be posted at various locations and in the current Fee Schedule. Fees are subject to change. Fee schedules may be accessed electronically on the Ranch website and are available at Headquarters.
16. **Minor Children Rules (Aged 17 and under)**
 - a. Owners must always provide appropriate supervision for their children.
 - b. A responsible adult must always be on R-Ranch property when a minor child is on the property.
 - c. Owners are fully responsible for the actions of their own children, and their guest's children.
 - d. If a minor child will be coming to R-Ranch without his/her parents or legal guardian, a Medical Release Form and a Liability Waiver must be signed and dated by the minor child's parent/guardian and a copy must be filed at Headquarters upon arrival at R-Ranch. Forms are available on the website, or you can contact Headquarters to request them.

- e. All children under the age of 14 must be accompanied by a responsible adult when inside the fenced swimming pool area. Teenagers aged 14 and older may use the swimming pool without adult supervision. That privilege can be revoked if rules are broken, and fines may be applied.
 - f. Children under the age of 18 must be accompanied by a responsible adult at all times to use the Klamath Lodge.
 - g. To use the Children's Lodge (pending completion) or the Pond Mini-Lodge, children must be accompanied by a responsible individual aged 12 or older.
17. **Adult Associate Member Rules.** Adult Associate Members are entitled to use of R-Ranch without Owners being on the Ranch under the following conditions:
- a. The Adult Associate Member resides in the same household as the primary Owner or is a documented student aged 18 to 24 years.
 - b. Adult Associate Members aged 18 to 24 years are allowed a maximum of 2 guests total at one time, and the guests must be 18 years of age or older.
 - c. Adult Associate Members aged 18 to 24 years who abuse or misuse the privilege of staying overnight without the primary Owner may have that privilege revoked.

Section 4: Guest Rules

1. **Owner Responsibility for Guests:** Guests are subject to all applicable fees and all the rules of R-Ranch and are the responsibility of the sponsoring Owner. Owners must always supervise and be responsible for their guests on the Ranch. Owners are financially responsible for the actions of their guests and the children of their guests while on R-Ranch property.
 - a. **Overnight Requirement:** Sponsoring Owners must stay overnight at R-Ranch each night that their guests stay overnight on the R-Ranch. Guests must occupy their campsites or other lodging option every night and must take all their belongings with them at the end of their stay.
 - b. **Disciplinary Action:** Guests cannot engage in behavior that is disruptive, threatening, violent, noxious, lewd, or illegal. The Board reserves the right to deny access to R-Ranch property, facilities or services to any guest or visitor that has broken the rules in the past or engaged in questionable activities. Owners who continually invite disruptive individuals onto R-Ranch property will be subject to fines per incident and disciplinary action, including but not limited to the suspension of Owner rights to use the property.
2. **Register Guests:** Sponsoring Owners must register their guests as soon as possible, but no later than noon on the day after arrival at R-Ranch. Guests can be registered by completing a guest card and dropping it in the drop box, or by visiting area offices or Headquarters. Failure to register guests will result in fines or other disciplinary action.
3. **Guest Passes:** All guests must register, complete the necessary paperwork, and purchase guest passes as follows:
 - a. **Deadlines:** Sponsoring Owners must accompany their guests to the Headquarters or the campground office as soon as possible, but no later than noon on the day after arrival at R-Ranch to complete paperwork and purchase guest passes or fines will apply.

- b. **Guest Liability Waiver:** Each guest must complete a liability waiver each time they visit R-Ranch. One waiver covers all activities at R-Ranch per visit.
 - c. **Guest Wristbands:** Guest passes are in the form of a wristband. Guests must always wear their wristband while on R-Ranch property. Guest passes are available in 24-hour increments. Guests aged 6 and under do not pay for guest passes.
 - d. **Other Guest Fees:** Additional guest fees such as campsite fees, lodging fees, horseback riding fees, gun range fees, etc. may apply. See the current fee schedule for amounts.
4. **Guest Gate Access:** Cell service at R-Ranch can be unreliable. Please make advance arrangements with your guests for how they will enter the security gates. Due to major security breaches, **DO NOT SHARE YOUR PERSONAL GATE CODE WITH GUESTS**. Approved options for guest access are as follows:
 - a. Use the temporary Guest Gate Code provided by Headquarters.
 - b. Borrow the Owner's gate card or clicker.
 - c. Meet the Owner at the gate so the Owner can open the gate for them.
5. **30 Visits Per Guest Rule:** Individuals may only visit R-Ranch as a guest for a maximum of 30 visits per calendar year. For this rule only, each 24-hour period counts as a separate "Visit".
6. **Individual Owner on Title:** When only one Owner is named on the deed, they are allowed one free guest pass per day. This guest is not restricted by the "30 Visits per Guest" rule nor subject to Guest fees or the requirement to wear a guest wristband. This person must still register at HQ as a Guest no later than noon on the day after arrival.
7. **Grandchildren:** Owner/Member's Grandchildren under 18 years of age are not subject to guest fees if they are sponsored by a Grandparent Owner/Member who is physically staying at R-Ranch while the grandchild is at R-Ranch. Instead of a guest wristband, Grandchildren may present their "Grandchild ID Card" (available at Headquarters) and are not restricted by the "30 Visits per Guest Rule". Grandchildren are subject to all other guest regulations.
8. **Adult Children:** Owner/Member's children aged 24 and over and adult children who live independently from Owner/Members are considered guests and must pay applicable guest fees and follow guest rules. See Section 1 for exceptions.
9. **Short-Term Visitors:** All Guests aged 7 and older must be registered and pay the applicable daily guest fee unless they meet **ALL** the following requirements:
 - a. Visitor must be on the R-Ranch for less than 4 hours per day.
 - b. Visitor may only be on R-Ranch property between 7:30am and 8:00pm.
 - c. Visitor may only visit the Owner's campsite or place of lodging.
 - d. Visitor must not participate in any Ranch activities/events or use any of the facilities of R-Ranch including the showers, the swimming pool, the lodges, the kitchens, the stables, the off-road trails, the fishing ponds, the hunting areas, or the gun range. If the visitor does any of these, they must register and pay the applicable guest fees.
10. **Ranch-Sponsored Guests:** Guests that are sponsored by Ranch-owned shares for the purpose of promoting R-Ranch Ownership are subject to R-Ranch rules, regulations, and standards of conduct.

Section 5: Group and Commercial Guest Rules

1. **Groups of Guests:** A group is defined as twelve (12) or more non-owners. The following rules apply to group use of R-Ranch:
 - a. All groups must be sponsored by an owner that will be staying overnight at the Ranch each night that the group is staying overnight.
 - b. Requests for group usage are to be made by completing the Special Guest Agreement form and delivering it to staff at Headquarters at least thirty (30) days in advance of a requested group visit and will be decided on a first come first serve basis, depending on availability.
 - c. Special rules and fees apply for groups as specified in the "Special Guest Agreement" available at Ranch Headquarters and posted on the Ranch website.
2. **Commercial Guests:** Commercial Guests are Guests of an Owner conducting business on the Ranch with a Board approved consent form. The following apply:
 - a. For Commercial Guests, all fees for Ranch services and activities will be twice the amount charged to noncommercial guests, excluding food.
 - b. Commercial Guests are required to wear a current R-Ranch commercial guest wristband at all times.
 - c. Commercial Owners and guests are bound by all other applicable Owner Handbook rules.
 - d. Campsites and cabins for commercial guests will be on a space available basis with priorities being (1) Owner/Associate Owner (2) Owner Guests (Non-Commercial) and (3) Commercial Guests.
 - e. An individual Owner on Title when doing business on the Ranch with a commercial permit is not allowed any free guest passes.

Section 6: Behavior Expectations and Disciplinary Action

1. **Be Respectful:** All Owners/Members, Associate Members, Guests, Volunteers, and Employees shall be respectful by word and in action to one another, staff, and the properties of R-Ranch. Issues that cannot be resolved amongst members should be reported in writing to the General Manager.
2. **Disruptive Behavior Prohibited:** No Owner, Associate Member, Guest, Visitor, Volunteer, or Employee shall engage in disruptive behavior anywhere on the R-Ranch. This includes but is not limited to:
 - a. Fighting, violent, noxious or threatening behavior toward other Owner/Members, Associate Members, Guests, and/or Staff.
 - b. Lewd acts/actions.
 - c. Excessive noise, rough-housing, or messes.
 - d. Property damage or vandalism.
 - e. Harm of pets or ranch animals.
 - f. Any activity that violates local, state or federal law.

- g. Any other behaviors that infringe or could infringe on the quiet enjoyment of the properties by other Owner/Members.
3. **Responsibility for Behavior/Actions:** Owners are fully responsible for the behaviors and actions of themselves, their Associate Members, their family members, their children, their guests, the children of their guests, and their service providers, in all areas of R-Ranch that any of them use. Owners will be subject to fines, charges, and disciplinary action if any of those individuals engage in disruptive behavior or cause damage or create an excessive mess that results in special cleaning service being needed. Additionally, behaviors that violate local, state or federal law may result in criminal charges and legal action.
4. **Enforcement of Rules:** In accordance with By-Laws section 9.1(d), the R-Ranch Board of Directors has the duty and power to adopt and establish rules, and to enforce those rules as it deems necessary by any and all methods allowed by law, including but not limited to the imposition of monetary penalties, the suspension of voting rights, and the suspension of the right to use the properties of R-Ranch Property Owners Association.
5. **Suspension and Disciplinary Action.** As a community of shared ownership, it is necessary to have rules to protect the equal rights of all Owners to enjoy R-Ranch. The Board of Directors is tasked with developing and enforcing rules. Owners that fail to pay their assessments and other fees on time, or fail to abide by the rules set forth in this Handbook and in the other Governing Documents of R-Ranch are subject to disciplinary action, including but not limited to, fines, collection efforts, legal action, temporary suspension from certain areas of R-Ranch, revocation of the privilege of using certain services or amenities, or a full temporary suspension of all Owner rights including the right to vote, the right to attend meetings, the right to use utilities, and the right to be on the R-Ranch properties. Notification of Suspension and/or Owner Hearings with the Board will be handled in compliance with the governing documents of R-Ranch. Certain safety concerns may result in an emergency immediate suspension, with notification and hearing to follow.
6. **Owner Hearings with the BOD:** Any Owner facing disciplinary action has the right to request a hearing with the Board of Directors as set forth in the CC&Rs Article 9.
7. **Common Fines and Penalties:** A complete list of common fines and penalties for violations of rules can be found in Section 21 of this Handbook. If warnings, fines, and penalties fail to bring violators into compliance, further disciplinary action may be taken to remediate continued violations.
8. **Vandalism and Deliberate Damage:** Anyone (Owner, Associate Member, Guest, or Trespasser) who intentionally damages entry gates, fences, or other R-Ranch property, through intent or misuse, will be required to pay the actual cost of repairing or replacing damaged property, and will be subject to criminal charges and other disciplinary action.
9. **Responsible Social Media Usage:** Owners with a grievance against the ranch are asked to bring their complaints/questions/concerns in writing to either the General Manager or the Board of Directors and not negatively post on social media. Negative posts paint an incomplete picture, undermine marketing efforts, degrade ranch appreciation, create a hostile environment for our staff, and have a harmful impact on the entire ranch.

Section 7: Complaints, Concerns and Incidents

1. **Complaints, Concerns, and Incidents:** If you have a complaint or a concern, or if you witness an incident that occurs on R-Ranch Property, please let us know.
 - a. **Complete a Form:** A Complaint/Incident Report form is available at Headquarters or on our website. Include all pertinent facts and information, and your contact information. Incomplete forms or anonymous reports may delay the process. Identities will be kept confidential if the situation allows.
 - b. **Written Report Required:** All reports must be completed in writing. If you are unable to complete your report in writing, please ask a staff member for assistance.
 - c. **Timeline:** Once you submit your form you will be contacted within 7 days by the General Manager or designee to acknowledge receipt of your form and to gather additional information if needed.
2. **Submit the Form:** Forms can be submitted to the General Manager by one of the following methods:
 - a. Online via our website.
 - b. In person at Headquarters.
 - c. Email sent to gm@r-ranchca.com.
 - d. Mail addressed to R-Ranch General Manager, PO Box 71, Hornbrook, CA 96044.
3. **Resolution:** The General Manager will handle most complaints, concerns, and incidents. If they are unable to resolve the issue, they will forward the complaint to the Board of Directors. If you have submitted a concern or complaint and do not receive a satisfactory response within 30 days, then you are welcome to forward your issue to the Board of Directors yourself. You are also welcome to bring your concern or complaint to the Board if it is regarding the General Manager or a specific Board member. You may contact the Board by email at board@r-ranchca.com or by addressing it to the Board Member of your choice at PO Box 71, Hornbrook CA 96044.

Section 8: Safety, Security, and Accessing the Properties

1. **Illegal Activity:** If you witness something illegal or potentially illegal occurring, contact Law Enforcement first, then Owner Services or the General Manager second. File an Incident Report with R-Ranch as soon thereafter as possible.
2. **Fire:** In case of fire call 911 first, then notify R-Ranch staff immediately. Hornbrook Fire Department and CalFire respond to fires in our area. Fire extinguishers are located in all principal areas. If an evacuation order is issued, leave immediately. Do not try to take belongings with you.
3. **Fire Safety:** Open flames at R-Ranch are only allowed when authorized by the R-Ranch Property Owners Association. Please check with Ranch staff for the current fire restrictions.
 - a. **Propane Flame Sources:** Propane cookstoves, propane grills, and propane firepits are usually allowed as long as they are kept away from flammable materials.

- b. **Charcoal/Briquettes:** Briquettes are subject to seasonal fire restrictions, must be used in appropriate grills only, and must be extinguished fully and cold to the touch before being disposed of.
 - c. **Woodfires:** Woodfires are frequently subject to seasonal fire restrictions and must be built in approved firepits or fire bowls only. There are group firepits at the Klamath campfire area, and at the Cottonwood picnic area. Portable fire bowls with the top of the bowl at least 10 inches above the ground, that fully contain the wood and coals, and that have a screen cover are generally allowed for more of the year than other types of wood fires.
 - d. **Fire Prevention:** Fires must always be attended. Do not ever use open flames near flammable materials. Have water and a shovel readily available whenever a fire is burning.
4. **Proof of ID:** R-Ranch Owner ID Cards and guest wristbands must be shown to any R-Ranch staff member or Owner Services staff that asks to see it. Guests must wear their guest wristband at all times when on Ranch property. This policy helps prevent unauthorized use of R-Ranch facilities. Fines and/or suspension may result from non-compliance. Owners are encouraged to report to staff anytime they have a concern about whether or not someone should be on Ranch property, and staff will check the status of the individual in question.
5. **R-Ranch Property Access Rules:** R-Ranch is a gated recreational property, reserved for the use of "Owners in Good Standing" as defined in Section 1, and by sponsored guests. To ensure the security of our properties, the following apply:
- a. Some portions of the properties are secured with a combination code padlock, some have a keyed padlock, and some have an electronic keypad.
 - b. Always secure gates behind you.
 - c. Combinations for padlocks may be requested from Headquarters. Keys to padlocks may be checked out at Headquarters. Keypad entry to the property is by way of an electronic key card, transmitter clicker, or electronic numerical code.
 - d. Tailgating is strictly prohibited, and violators will be fined. All persons entering the gates must record their entry by swiping their electronic key card, using their clicker, or by entering their assigned numerical code on the electronic keypad.
 - e. Each deed is entitled to one (1) electronic key card. Additional cards or clickers may be purchased from Headquarters for an additional fee. A private unique numerical code can also be purchased for use in lieu of the card. See Fee Schedule for current amount.
 - f. Owners may not give their assigned numerical code to anyone except the co-owners and Associate Members assigned to their membership. The sharing of codes with non-Owners has resulted in major security problems, so sharing codes is subject to fines and/or suspension of ownership privileges.
 - g. Entry of guests is by the temporary Guest Code available by contacting Headquarters before your guest is scheduled to arrive. For the security of R-Ranch the temporary Guest Code is changed regularly. If you do not get the temporary guest code from Headquarters, you will need to meet your guest at the gate to let them in or lend them your electronic gate card or clicker. **DO NOT GIVE YOUR GUEST YOUR NUMERICAL CODE** or fines and/or disciplinary action will apply. Since cell service at R-Ranch is

unpredictable, be sure to make arrangements for gate access with your guest well in advance of arrival.

6. **Secure Gates Behind You:** Always close and secure gates behind you. Report any broken or missing gates, fences, or locks to Headquarters.
7. **Gate Failure:** If the gates are not opening for you, contact Headquarters during office hours, or Owner Services after hours. Fines will apply to anyone bringing a vehicle onto the property in any manner other than by use of the entry gates.
8. **Restricted Roads:**
 - a. **Horse Trail Area:** Vehicles and OHVs are not allowed on the designated horse trails. Only authorized ranch vehicles can enter the horse trail area.
 - b. **Bass Pond Road:** Access to Bass Pond is through the upper end of the swimming pool parking lot. Only authorized Ranch Staff can use the access road at the lower end of the pool parking lot.
9. **Closures:** Any portion of the R-Ranch properties may be closed at any time due to safety concerns as determined by R-Ranch management. Owners must abide by area closures or disciplinary action may be taken.
10. **Requirement to Comply with Staff Instruction:** All R-Ranch staff and Owner Services staff will monitor and ensure compliance with all R-Ranch rules and regulations. Safety and security instruction given by R-Ranch staff must be obeyed. Failure to comply will result in fines and/or suspension.
11. **Firearm Safety:** See Section 16.
12. **Speed Limits:** Speed limits are posted on R-Ranch for your family's safety and to maintain the integrity of the roads. Speed limits apply to all motorized vehicles, horses, bicycles, and battery-operated machines.
 - a. Cottonwood Gravel/Dirt Road Speed Limit: 10 MPH.
 - b. Cottonwood Paved Road from the Gate to the Pool: 15 MPH.
 - c. Klamath Paved Road from Copco Road to the Lodge Parking Lot: 15 MPH.
 - d. Klamath Campground Paved and Gravel/Dirt Roads: 10 MPH
 - e. Headquarters Paved Road to/from the Entry Gate: 15 MPH but must slow to 5 MPH when passing.
 - f. Headquarters Gravel/Dirt Road to the Hilltop Parking Lot: 15 MPH but must slow to 5 MPH when passing.
 - g. Line-Shack, Stables and Barn Areas Dirt/Gravel Roads: 5 MPH
 - h. Parking Lots: 5 MPH

Section Nine: Non-Residency 210-Night Rule

1. **Non-Residency Restriction:** No Owner/Member of the R-Ranch shall be permitted to establish his or her residence or domicile on the R-Ranch properties. R-Ranch is to be used solely as a recreational community. Establishing residency could affect our tax and zoning status, so to protect the Ranch this is strictly enforced. The following rules regarding residency apply:
 - a. Owners must maintain a permanent residence or domicile other than the R-Ranch properties.

- b. Owners must not hold themselves out as residents of the R-Ranch.
 - c. Owners cannot use the R-Ranch properties on a substantially continuous basis, without maintaining a bona-fide permanent residence or domicile other than the R-Ranch properties.
 - d. Owners cannot work in Jackson or Siskiyou counties while staying at R-Ranch without some other bona-fide residence or domicile.
 - e. Owners cannot send their children to school from, or homeschool their children at, R-Ranch unless they have a permanent residence elsewhere.
 - f. Owners cannot use the R-Ranch address to register to vote in Siskiyou County or to get a government issued ID or driver's license.
 - g. Owners cannot use the R-Ranch address to send or receive mail.
2. **Restriction is Reasonable:** R-Ranch has previously litigated the validity, reasonableness, and enforceability of its recreational purpose (Siskiyou County Superior Court Case Number 48680, Third D.C.A. Case Number C020577), and prevailed both in the trial court and in the appellate court in that case. In that case, the courts held that R-Ranch is a solely recreational community, that the residence or domicile on the Ranch constitutes a violation of the Ranch's governing documents and rules, that the use limitation of 210 overnight stays per each Owner's year is reasonable, and that the Board of Directors has the right to enforce the recreational purpose of the ranch by requiring that violators vacate the Ranch. (Please see Resolution 2007-02 for the complete text.)
3. **210 Night Limitation:** In accordance with the recreational nature and purpose of the R-Ranch, each Owner/Member shall use the ranch for no greater than 210 overnight stays in any one calendar/Owner year and shall use the Ranch for recreational purposes only. Additional 210 Night Rules are as follows:
- a. A calendar year is defined as the period of days from January 1st to December 31st. An Owner's Year is defined as the calendar year.
 - b. These rules apply to all Owners, regardless of the number of shares owned. Individuals cannot spend more than 210 nights on R-Ranch in any calendar year, whether as an Owner or as a guest of another Owner.
 - c. Any use other than Day Use as defined in Section 1 shall count against the 210 overnight stays allotted to each Owner.
 - d. The 210-night rule applies to both the Owner and the Share. If a new Owner purchases the share from the former Owner, they are only entitled to however many nights are left of the 210 allotted to that share until the New Year begins, unless additional assessment fees are paid.
 - e. Owners that stay more than 210 nights per calendar year are subject to nightly fines, disciplinary action including but not limited to the suspension of the right to use the properties, and/or legal action.
 - f. A new allotment of 210 overnight stays will start on the first day of each new year. If an Owner doesn't use the entire 210 overnight stays by the end of the year, the remaining nights will be forfeited. Once the 210-night limit is reached, owners can use the R-Ranch for recreational day use only.
 - g. Once 210 nights are used for the year, whether in a campsite, a rental home, in a line shack or any other Ranch lodging option, the owner must vacate the R-Ranch for the

remainder of the year. The Owner's trailer, RV or tent must either be in storage on the R-Ranch or off property during that time as well. Any nights that an owner and/or their belongings are not occupying a campsite or other lodging option shall count towards the nights off the ranch.

- h. Back-to-back uses of sets of 210 nights are prohibited. Owners must leave R-Ranch for a period of 60 days before beginning a new set of 210 nights, even if a new calendar year has begun. This is in keeping with the recreational purpose of R-Ranch and the prohibition against establishing R-Ranch as a permanent residence. Contiguous overnight stays at R-Ranch at the end of a calendar year and into the new year will be permitted if the Owner has not already used their 210-night annual allocation and does not stay at R-Ranch for more than 210 nights in any 9-month period.
- i. Owners are not entitled to spend their 210 nights in the same campsite. Owners must abide by the campsite length-of-stay limits and move when their time is up in that campsite (see Section 12 Campground Rules and Regulations for more information). Owners must also comply with requests from R-Ranch management to relocate to other available campsites due to seasonal closures, emergency repairs or scheduled repairs based on Ranch needs.

Section Ten: Lodging Accommodations

1. **Lodging Options:** R-Ranch has several options available for lodging, including but not limited to vacation homes, cabins and line shacks. The following apply:
 - a. Reservations are required.
 - b. Owners and guests may only stay overnight or sleep overnight in one of the lodging options or in a campsite. Sleeping in the common areas of R-Ranch is not permitted except for short snoozing, dozing or cat naps, as defined and enforced by R-Ranch staff.
 - c. During holiday weekends, Owners have priority use of lodging options. Guests are put on a waiting list and booked on a first-come first-serve basis.
2. **Reservations:** The following policies apply to reserving any of the R-Ranch Lodging Accommodations:
 - a. **Method:** Reservations for lodging may be made in person at Headquarters, by phone, or via the Ranch website. Reservations are on a first received/first processed basis, and Owners must provide their share number when making a reservation.
 - b. **Rental Fees:** All rental fees are due at the time of reservation.
 - c. **Timeline:** Reservations must be made at least 48 hours in advance, and no more than twelve (12) months in advance. Last-minute reservations may be available by calling Headquarters.
 - d. **Deposits, Minimums, and Forms:** Some of the lodging options require a security deposit, a rental agreement, and a 2-night minimum. If this is required, you will be informed at the time of reservation.
 - e. **Cancellation and Refund Policy:** Cancellations must be made at least forty-eight (48) hours prior to the scheduled arrival date to qualify for a refund (minus a \$10 processing fee), otherwise the first 2 nights of the rental fee will be forfeited, and a "No-Show" fee will apply.

3. **Fees:** Nightly use fees apply for lodging options. All utilities are included in this fee. If security deposits and/or cleaning fees are required, they will be collected at the time of reservation.
4. **Length of Stay and Frequency of Use:** The length of stay in any of the lodging options at R-Ranch is limited to fourteen (14) consecutive nights per visit. There must be at least fourteen (14) nights between uses of R-Ranch lodging. (Staying in a campsite between stays in the lodging options is allowed.)
5. **Limitations on Use of Lodging:** Each share may use (1) Campsite, OR (1) Rental house/cabin, OR (1) Line Shack for the purpose of staying overnight. Fees may apply. Additional sites/houses/cabins/line shacks may be used by the Owner's guests (subject to availability and applicable fees) or to accommodate large families with minor children (at the General Manager's discretion).
6. **Checking Out:** Always follow the posted procedure for checking out of R-Ranch lodging.
 - a. A check-out list is provided in each lodging option. To avoid cleaning fines, please ensure that the items on the list are completed.
 - b. All personal items, perishable food, and trash must be removed at the end of each stay.
7. **Behavior Expectations:** Occupants and visitors at R-Ranch lodging are expected to be considerate and civil to one another and to staff. The following apply:
 - a. Music, television, and other noises must be kept at a volume that does not interfere with the quiet enjoyment of the facilities by the occupants in neighboring units.
 - b. Quiet time is 10:00 PM until 8:00 AM.
 - c. Boisterous activities and "rough housing" are not permitted in or near the vacation homes, cabins, or line shacks.
 - d. R-Ranch Staff have the right to curtail any activity that is objectionable or detrimental to the peace and enjoyment of the occupants in neighboring units.
 - e. Damage, vandalism, excessive mess, and disruptive behavior may result in fines, and/or other disciplinary action. The Board reserves the right to suspend any individual's privilege of using the lodging options if repeated or excessive damage or messes occur.
8. **Pet Rules for Lodging:** See Section 14 for rules regarding pets.

Section Eleven: R-Ranch Lodges

1. **The following rules apply to all R-Ranch lodges:**
 - a. Always clean up after yourself, your guests, and your children when you use the lodges. Wash and put away all dishes. Wipe off tables and counters that you used. Put away games, toys, puzzles, books, and equipment.
 - b. Take your food and belongings with you when you leave the lodge. A small amount of food may be left in the refrigerator or freezer for up to 48 hours if it is clearly labelled with the date it enters the lodge and your share number. R-Ranch is not responsible for stolen or eaten food. All food remaining in the refrigerator or freezer after 48 hours will be removed and disposed of by R-Ranch staff.
 - c. Do not move furniture in the lodges without prior permission from the R-Ranch staff.
 - d. Closely supervise children in the lodges to prevent injury or property damage.
 - e. Rough-housing, excessive profanity, smoking, vaping, drug use, and animals are prohibited inside the lodges.

- f. Music, television, and other noises must be kept at a volume that does not interfere with the quiet enjoyment of the facilities by others, including the occupants in neighboring units.
 - g. No furniture, kitchen equipment, or furnished accessory may be removed from a lodge.
 - h. All users must follow any additional rules that are posted in each lodge.
 - i. Lodge use privileges can be revoked due to, but not limited to, failure to follow the rules, excessive messes, destructive behavior, and/or damage/vandalism.
2. **The Klamath Lodge** is an adult lodge. Children under 18 may use the lodge only if accompanied and supervised by a parent, grandparent or guardian over the age of 18. The foosball table is for use of all ages, ping pong use must be closely supervised by someone aged 18 or older, and the pool/billiards tables are restricted to adult involvement only (minors may only play pool with an adult.)
3. **The Cottonwood Lodge** is a family lodge. Children under 14 must be accompanied and supervised by an adult. Children aged 14 and older may use the lodge without an adult as long as they behave in a responsible manner. Lodge privileges can be revoked due to irresponsible or destructive behavior.
4. **The Pond Mini-Lodge** (formerly known as the TV Room) is a family lodge. While a responsible adult is in the immediate vicinity, children are welcome to use the Pond Mini-Lodge if they are respectful and clean up when finished. Children under the age of 12 must be accompanied and supervised by a responsible individual over the age of 12.
5. **The Klamath Children's Lodge** (pending completion) is a family lodge. Children under the age of 12 must be accompanied and supervised by a responsible individual aged 12 or older. Children are welcome to use the toys and equipment in the Children's Lodge but may not remove anything from the lodge. Misuse, abuse, theft, or destruction of items in the Children's Lodge may result in fines or loss of Children's Lodge privileges.
6. **The Hilltop Lodge** (pending completion) is a family lodge. Children under age 14 must be accompanied and supervised by an adult. Children aged 14 and older may use the lodge without an adult as long as they behave in a responsible manner. Lodge privileges can be revoked due to irresponsible or destructive behavior.

Section Twelve: Campgrounds

1. **Campsite Availability**
 - a. Campsites are available on a first-come, first-serve basis. Always check signage for availability before occupying a campsite.
 - b. Campsites cannot be reserved or "saved" by staff, another Owner, or guest.
 - c. The campgrounds are open year-round, but certain sections of the campgrounds are closed during the off-season. Individual campsites may also be closed from time-to-time as needed for maintenance, ground conditions, and other considerations. Please check the signage for closures before occupying a campsite.
 - d. Owners must comply with requests from R-Ranch staff to relocate to other available campsites due to seasonal closures, lengthy emergency repairs or scheduled repairs based on Ranch needs.

2. **Campsite Registration**

- a. Upon arrival, Owners and guests must register by completing a Campsite Registration Card for their campsite and placing it in the drop box. The deadline is no later than noon on the day after arrival.
- b. Disabled Owners will include details from their state issued disabled persons placard if staying in a designated disabled site.
- c. Owners must turn in the completed registration card to the office or drop-box and must place the completed campsite occupancy portion of the card in a vehicle or trailer window where it is visible from the campground road.
- d. Campground maps showing designated campsites, stay limits, overflow parking, and restrictions are available on the ranch website, HQ office, and the campground bulletin boards.

3. **Campsite Check-Out**

- a. Owners must notify Headquarters or the area office when vacating the Ranch or leaving a campsite unattended overnight by:
 - i. Dropping a check-out card or 5-Consecutive Nights Away card in the drop-box,
 - ii. Or by calling Headquarters.
- b. Failure to check out will result in fines as outlined in Section 21.
- c. No RV may be stored on a campsite at the end of a visit. All trailers that will need to be moved to storage by R-Ranch staff must be left in a “ready to move” condition, meaning power and water disconnected and stowed, slides and awnings must be in, steps stored, jacks removed, etc. Trailer can be hooked up and driven away without further intervention needed other than the removal of wheel chocks. This includes vacated trailers awaiting potty-pump service before being placed in storage by staff.

4. **Campsite Vehicle and Equipment Limitations**

- a. Each campsite is limited to one RV/Trailer. Additional RVs or camp trailers on the site are subject to fines as outlined in section 21 of this Handbook.
- b. Additional limits on tents, vehicles, and recreation equipment are determined by the General Manager.
- c. All trailers, tents, vehicles, belongings, and recreation equipment such as utility trailers, boats, off-road vehicles, motorcycles etc. must be parked fully within the campsite boundaries or parked in the designated overflow parking area.
- d. All trailers, vehicles, equipment, etc. must be kept at least 3 feet away from the campground roads to allow the safe passage of other vehicles and pedestrians.
- e. The following are allowed outside: smokers, coffeepots, fry pans, small appliances, one small refrigerator or freezer (less than 6 cubic feet), one portable, collapsible pet containment pen, not to exceed 150 square feet. Must be moved on mowing days.
- f. The following are not allowed outside: microwave ovens, refrigerators or freezers (larger than 6 cubic feet), electric ranges, or other major appliances, or any storage building, permanent or temporary.
- g. Exceeding the number of vehicles and equipment allowed per campsite is subject to fines as outlined in section 21 of this Handbook.

5. Campsite Upkeep

- a. Campsites must be kept neat and orderly as determined by the campground staff. Staff will give a written three (3) day notice to clean up messy campsites. Failure to comply will result in fines as outlined in section 21.
- b. Trailers in the campgrounds must be kept in good condition; no broken or boarded up windows, flat tires, tarps over the roof, or other obvious maintenance problems. Violation will result in fines as defined in section 21. Failure to correct the problem will result in a hearing and possible removal of the trailer from the campground. (If a trailer becomes damaged while in use, an owner can request a temporary waiver to this rule so their trailer can be covered with a tarp or boarded up to prevent further damage until repairs can be completed.)

6. Campground Etiquette:

- a. Owners shall respect the peace and enjoyment of the other occupants of the campground.
- b. Quiet time in the campground is between 10:00 pm and 8:00 am. Generators must not operate during quiet time.
- c. Excessive noise, as determined by ranch staff, from amplified sound systems, TV's, boisterous activities, or rough housing will not be allowed at any time.
- d. Ranch staff reserves the right to curtail any activity at any time that exceeds appropriate limits. Fines and/or disciplinary action may apply.

7. Disabled Sites

- a. Designated disabled sites can be occupied only by Owners displaying a current state issued placard.
- b. Cottonwood Campground designated disabled sites are numbers 11 and 13.
- c. Klamath Campground designated disabled sites are numbers 49 and 50.

8. Pets in the Campgrounds: See Section 14 for rules about pets at R-Ranch.

9. Open Flames in the Campground: See Section 8 for rules about fire safety at R-Ranch.

10. Misc. Rules

- a. See Section 8 for information regarding accessing the properties, road use restrictions, and speed limits.
- b. See Section 20 for rules regarding having horses overnight at R-Ranch.
- c. Do not use hot grills or place hot items on plastic picnic tables. Fines apply for damaged picnic tables.
- d. RVs must not be hooked up to water or electricity from any Ranch building and/or employee's residence.
- e. RV's must not park or hookup at the dump stations.
- f. Electrical hookup cords must be no longer than 25 feet of #6 or #8 wire in single all weather covering.
- g. Owners staying in a campsite with a power pedestal will be charged a nightly fee for electricity whether or not they are plugged in to the pedestal.
- h. Truck camper removal and set-up must be completed according to the manufacturer's specifications.
- i. "Park Model" trailers are not allowed at R-Ranch.

- j. RVs are to be pulled into or backed in straight to electric sites in Klamath and Cottonwood. NO angle parking in electric sites.
 - k. RV's must not dump gray water or black water onto the ground. In addition to the RV's holding tanks, you must use the special container hookup approved by the State and County Health regulations.
 - l. If a trailer cannot be moved from a site due to mechanical issues, notify staff immediately. Said trailer will be tagged with a red flag until repairs are completed and the unit is again moveable. As long as the unit is unoccupied, repaired within two weeks, is in ready to roll condition, and is not hooked up to utilities during the repair period, those days on site will not count against the owner's campsite limits or 210 limit or utility bill.
 - m. Trailers being stored on a campsite due to staff needs will be tagged with a green flag. Green flagged trailers can be moved off a site by an owner's request for said site.
- 11. Off-Season Rules (Effective Labor Day to Mother's Day)**
- a. During the off season, campsite stay limits may not be enforced, but campsite availability is subject to weather, usage, and maintenance needs.
 - b. The Lower sections of both campgrounds are closed for most of the off-season.
- 12. High Season Length of Stay Rules (Effective Mother's Day to Labor Day):**
- a. Owners may park their trailers, RVs, campers, and tents in any available site for the specified time as shown in the campground specific section below.
 - b. Once an owner or their belongings has occupied a campsite for the total number of nights allowed during the busy season from Mother's Day to Labor Day, they must move to a different campsite, according to campground specific rules stated below.
 - c. Failure to move upon reaching the site stay limit will be subject to fines and/or suspension of owner's privileges.
- 13. Klamath Campground Specific Rules:**
- a. During the High Season, owners may only occupy a campsite up to the number of nights listed below. Once the site limit has been reached, owners must move to a different site at least 2 campsites away from their previous campsite. Overnight absences count towards the site limit and 210-limit if the site is still being occupied by the owner's equipment and/or belongings.
 - b. **30-night sites:**
 - i. Riverfront sites (non-electric) 201-239, 245-255, 261-272.
 - ii. Off-river sites (Electric and Water hook-ups): 1-5, 74.
 - iii. Disabled Campsites are numbers 49-50 (Electric and Water hook-ups). They may be occupied up to 30 consecutive nights by persons with a state issued disabled placard.
 - c. **120-night sites:**
 - i. Riverfront sites (non-electric): 240-244, 256-260.
 - ii. Off-River sites (Electric and Water Hook-ups): 6-48, 51-73, 75-84.
- 14. Cottonwood Campground Specific Rules:**
- a. During the high season owners may only occupy a campsite up to the number of nights listed below. Once the site limit has been reached, owners must move to a different site at least two (2) campsites away from their original campsite. Owners can only stay for a

total of thirty (30) days in any combination of 30-day sites. Once a combination of thirty (30) days has been used, an owner must move to a one hundred twenty (120) day site. Overnight absences count towards the site limit if the site is still being occupied by the owner's equipment and/or belongings.

- b. **30-night sites:** 1-10, 12, 14, 16, 18, 20, 149A, 149B, 149C
- c. **Disabled 30-night sites:** 11 and 13 are reserved for disabled campers.
- d. **120-night sites:** All other sites.

15. **Up to 5-Consecutive-Nights-Away Rule**

- a. Owners may leave their campsites set up while they are away for up to five consecutive nights by completing a 5-Nights-Away card and placing it in the drop-box prior to leaving R-Ranch.
- b. Upon returning from an overnight absence, Owners must check back in by completing a new registration card and placing it in the drop-box.
- c. Failure to report overnight absences, failure to check back in after an absence, and/or absences that exceed five consecutive nights will be subject to fines and disciplinary action.
- d. Campsites must be left in a clean and orderly condition during absences.
- e. Campsite must be occupied overnight the first two (2) nights that an Owner's trailer or other belongings are placed in the campsite.
- f. An Owner must stay overnight in his/her campsite a minimum of two (2) nights between uses of the 5-Nights-Away rule.
- g. All away/unoccupied nights count toward the campsite's stay limit AND as part of the owner's 210 overnight stays if a trailer, RV, camper, tent, or other belongings remain on the campsite during the Owner's absence.
- h. All away/unoccupied nights that an Owner's trailer/tent/belongings are in an electric campsite count towards an Owner's electrical use, whether or not it is plugged in. A nightly electricity fee applies.
- i. Guests may not use the 5-Nights-Away rule that is available to Owners.
- j. Exceptions to the 5-Nights-Away rule can only be granted by the General Manager.
- k. The 5-Nights-Away rule also applies to disabled owners, but exceptions can be granted by the General Manager for extenuating circumstances.

Section Thirteen: Swimming Pool

- 1. **No Lifeguard on Duty:** There are no lifeguards on duty at the R-Ranch pool. All swimming is at your own risk.
- 2. **Posted Rules:** Swimming rules are posted at the pool and must be followed. Please become familiar with pool rules BEFORE entering the pool area and/or engaging in pool activities.
- 3. **Hours:** The pool is open seasonally. Hours are posted at the pool.

4. **Minors at the Pool:**
 - a. Any child under 14 years of age must be accompanied and supervised by an adult when within the confines of the pool fences.
 - b. Children age 14 and older may use the pool without an accompanying adult as long as they behave responsibly. Pool privileges may be revoked at any time.
 - c. Children in diapers must wear approved "SWIM DIAPERS" in the pool. Parents will be charged a Pool Cleaning Fine should their child have an accident in the pool.
5. **Personal Belongings:** All personal belongings need to be removed at the end of each visit including pool toys and floaties. Do not leave wet clothing or towels in the lodge or pool area.
6. **Donations:** All donations of pool toys, floaties, noodles, etc. must be approved by the General Manager in advance. Unapproved items will be removed.
7. **Requirement to Towel Off:** Dripping wet individuals are not allowed inside the Cottonwood Pool Lodge because they create a slipping hazard for others. Please towel off until no longer dripping before entering the building. For your convenience, an outdoor shower is on the pool deck so you can rinse off before drying off.

Section Fourteen: Pets

1. **Pets at R-Ranch:** Well-behaved pets are welcome at R-Ranch as long as all rules are followed.
 - a. **Pets Must Be Leashed:** Pets must be contained or on a leash at all times, except when on the 3,000 acres or the 1,000 acres. Pets must be controllable by voice command when off-leash on the 3,000 or 1,000.
 - b. **Pets Must Not Harass Livestock:** Any harassment or injury of livestock caused by pets will be subject to fines and/or other disciplinary action. R-Ranch is designated agricultural property, and as such we lease or utilize portions of the property for livestock.
 - c. **Unattended Pets:** Unattended pets must be contained or kept in the Owner's vehicles. The health and safety of the animal is the responsibility of the owner. Be mindful of the temperature before you leave your pet unattended in a vehicle. Unattended pets must not create a noise nuisance.
 - d. **Do Not Tie Pets to Trees:** Tying pets to trees anywhere on R-Ranch property is strictly prohibited. This applies to cables and cable-runs as well.
2. **No Pets in the Buildings:** Animals are not allowed in any R-Ranch buildings, including bathrooms, barns, and outbuildings. The only exceptions are as follows:
 - a. Certified service animals shall have all rights granted by state and federal law.
 - b. Pets are permitted in the line shacks.
 - c. Dogs are permitted in the mudroom of the A-Frame.
 - d. Dogs are permitted in the kennel outside the Klamath Rental Home.
3. **Area Restrictions for Pets:**
 - a. **Pets at the Pool:** Pets are not allowed inside the swimming pool fence.

- b. **No Pets at the Stables:** Pets are not allowed in the vicinity of the Stables or arena. (Stables working dogs are the only exception.) No Owner dogs allowed on guided trail rides, or on the trails during the times that the guided trail rides occur. Owners may take their own dogs with them when riding their own horses or hiking on the horse trails when the stables are closed if the dog responds well to voice commands. Wrangler permission is needed each time to take a dog on the horse trails during hours that the Stables are open.
- 4. **Responsibility for Pets:** Owners/Members are responsible for their pets and for the pets of their Associate Members and Guests. Failure to follow all rules can result in fines and other disciplinary action as outlined in Section 21. Additionally, Owners must:
 - a. **Clean Up All “Deposits”:** Pet owners must clean up any mess made by their pet. This includes cleaning up all pet “deposits” everywhere on the properties, except for on the designated hunting areas of R-Ranch.
 - b. **Pay for Damages:** Owners are responsible to pay for any messes or damages, including the cost of repairs or replacements needed because of their pets' behavior.
 - c. **Maintain Control of Pets:** Pets must be under the control of the pet owner at all times.
 - d. **Remove Pets When Requested To:** R-Ranch staff have the authority to request the removal of any pet that cannot be restrained, is creating a nuisance to others, is damaging property, that is causing safety concerns, or for any other reason.
- 5. **Pet Health and Safety Requirements:**
 - a. **Vaccinations:** All pets must comply with Siskiyou County Vaccination Requirements and have current rabies vaccination documents when on the R-Ranch.
 - b. **Identification:** All dogs will wear collars with the name of the owner and current tags.
 - c. **Bites:** Any animal bites to humans are reportable to the Environmental Health Division and biting animals must be quarantined or tested for rabies.
 - d. **Aggressive Animals:** Any animal that is aggressive or displays threatening behavior must be immediately removed from R-Ranch.

Section Fifteen: Trailer/RV Storage and Placement Policies

- 1. **Storing a Vehicle or Trailer at R-Ranch:** Owners/Members may store their trailers, RVs, boat trailers, utility trailers, and off-highway vehicles at R-Ranch for an additional fee by the month or by the year if space is available in the storage areas, and so long as all other rules and requirements are followed. The following apply:
 - a. Owners may not occupy their RV's or Trailers while in storage.
 - b. RV's or Trailers not in use overnight must be removed from campsites and moved to designated storage space or removed from R-Ranch property, unless a valid 5-Nights-Away card has been submitted and all 5-Nights-Away rules are observed.
 - c. Guests and other non-owners are not allowed to store anything at R-Ranch.
 - d. Owners who sell or relinquish their share must immediately remove from R-Ranch all of their personal belongings, vehicles, boats, trailers, etc., including anything in storage. Failure to do so will be considered abandonment of property, and R-Ranch will initiate disposal proceedings.

2. **Documents Needed:** To store any personal trailers, boat trailers, utility trailers, or off-highway vehicles at R-Ranch, the following forms and documents must be provided each year or fines as outlined in Section 21 will apply:
 - a. **Vehicle Storage Agreement:** A completed and signed Vehicle Storage Agreement must be on file with Headquarters for each vehicle to be stored. Forms are available on the website or by contacting Headquarters.
 - b. **Proof of Insurance:** Owners must consistently maintain insurance on all boats, RV's, trailers, and equipment stored on the R-Ranch property.
 - c. **Proof of Current DMV Registration:** All trailers, boats, and vehicles in storage must be licensed and registered in compliance with DMV requirements. Proof of registration or exemption from registration must be provided to Headquarters or fines will apply.
3. **Notification Requirements:** All owners of trailers, boats or other equipment stored at R-Ranch are required to immediately notify the Ranch of any change to the following:
 - a. Change in ownership.
 - b. Change of address, email or phone number.
 - c. Change or loss of insurance coverage.
 - d. Removal of stored property from R-Ranch.
4. **Assumption of Risk and Liability:** Owners who store any trailer, RV, boat or vehicle listed on the Vehicle Storage Agreement assume all risk for any loss, damage or stolen objects while stored at the R-Ranch or transported by R-Ranch employees, R-Ranch owners and R-Ranch volunteers.
5. **Requirement for Good Condition:** Every trailer, RV, boat trailer, motorized vehicle, etc. stored on R-Ranch shall be kept in movable condition at all times.
 - a. Owners are responsible for keeping vehicles in movable condition. R-Ranch employees will not repair Owner equipment or replace tires. R-Ranch may notify owners of needed repairs. Within 30 days of notification, the Owner must either complete the needed repairs or remove the stored item from R-Ranch. It is the owner's responsibility to ensure needed repairs are completed within 30 days of notification or remove trailer/RV from R-Ranch property. Any deviation from this policy must be presented to the General Manager for consideration. If repairs are not completed, a daily fine as outlined in Section 21 will be imposed until repairs are made.
 - b. Trailers in any of the storage areas must be kept in good condition, with no broken or boarded up windows and no other obvious maintenance problems. Failure to maintain stored equipment in good condition will result in disciplinary action including fines and loss of storage privileges.
 - c. Tarps or other covers are allowed in the storage area.
6. **Trailer Pull Request:** Owners who want their RV placed on a site before their arrival must provide a 72-hour advance notice by calling Headquarters or by completing a trailer-pull request form on the website. Employees will not move trailers after normal working hours. Failure by an Owner to provide 72-hour notice may result in a delay of one or more nights for the move. If the Owner does not arrive on the date they said, a fine will be applied and the trailer will be returned to storage.
7. **Disposal Proceedings:** R-Ranch reserves the right to conduct disposal proceedings through DMV on any trailer/boat/vehicle that R-Ranch deems abandoned by any of the following criteria:
 - a. A trailer/vehicle/boat that is more than 60 days past due on the Trailer Storage Fee.

- b. A trailer/vehicle/boat that has not been removed from storage for Owner's use for over two (2) years.
 - c. A trailer/vehicle/boat that remains in disrepair for more than 60 days after notification was sent to the Owner informing them of the need for repair.
 - d. Any other reason lawfully allowed to determine that a vehicle has been abandoned.
8. **Cost of Disposal:** Owners are responsible for the cost of removal of any trailer/boat/vehicle or other property deemed to be abandoned on R-Ranch property. CC&Rs: [6.2], Recovery of Costs of Certain Repairs and Maintenance.
 9. **Removal Due to Disciplinary Action:** Individuals that have been subjected to disciplinary action must comply with the terms of the disciplinary action, which may include the requirement to remove all belongings and stored personal property from R-Ranch for the duration of the suspension. Details will be provided in the disciplinary letter sent from R-Ranch if applicable.

Section Sixteen: Firearms and Gun Range Rules

1. **Firearms** on R-Ranch must be used in accordance with safety guidelines and state regulations. Absolutely no discharging of a weapon outside of the gun range or designated hunting areas of R-Ranch. Absolutely no brandishing of a weapon anywhere on R-Ranch property. This rule especially applies to the campgrounds, the buildings, the hilltop/line shack area, the stables area, and the horse trails. This rule includes but is not limited to all firearms, archery equipment, BB guns, and pellet guns. Any violation of this rule will be subject to immediate emergency suspension from R-Ranch, and other disciplinary action as determined by the Board.
2. **Target shooting** is only allowed at the Gun Range or the designated hunting areas of R-Ranch.
3. **Pest Elimination:** The General Manager can grant special permission for pest elimination if needed.
4. **Ban on Full-Automatic Weapons:** Absolutely no full-automatic weapons of any kind are permitted anywhere on R-Ranch properties. Any shooters who violate this safety rule shall be fined and suspended from future use of the Gun Range, as well as being subject to additional disciplinary action.
5. **Gun Range hours** vary throughout the year. Please check the Gun Range Operating Schedule for opening dates and hours. Temporary changes and closures can occur at any time due to adverse weather conditions, excessive heat, safety issues, maintenance needs, and personnel availability, etc. Regular hours, temporary changes, and closures will be posted on the front security gate. If you have questions about opening hours or would like to make reservations to use the Gun Range, please call the Gun Range or Headquarters.
6. **R-Ranch Gun Range Rules** have been adopted to ensure the safety of Owners, Associate Members, Guests, and Employees, as well as to ensure the security of Gun Range property and equipment. All Gun Range Rules must be followed completely, or range privileges will be suspended. Additional rules are as follows:
 - a. **Staff Must Be Present:** The Gun Range can only be used when Gun Range personnel are present. (Occasionally permission may be granted by the General Manager or by the gun range staff for the rifle/pistol range to be used when staff are not present. If permission is granted, the Owner will need to sign in at Headquarters and check out a key to the

- gate before proceeding to the rifle range. Contact the Gun Range or Headquarters to request permission for each use.)
- b. **Enter by the Front Gate Only:** Do not enter the Gun Range or use its facilities if the front security gate is closed. Entry into the Gun Range is by way of the front gate only. For the safety and security of everyone, do not enter the Gun Range area from any other direction or gate.
 - c. **ID Cards are Required:** R-Ranch ID cards or Guest wristbands are required to be shown at each visit upon arrival at the Gun Range. Owners must be "In Good Standing" to have access to the range.
 - d. **Sign-In Required:** Every person using the range will sign in on the Gun Range Log each visit before proceeding to any of the facilities.
 - e. **Forms Required:** All owners and guests who wish to use the Gun Range must read and sign the applicable forms each calendar year, or permission to use the Gun Range will be denied.
 - f. **Minors at the Gun Range:** Minors wishing to shoot must have their forms signed by their parent or legal guardian. No other person is authorized to sign for a minor, so if you are bringing a minor to R-Ranch without their parent/guardian, please have the parent/guardian sign the forms in advance. Forms are available online for your convenience. Children under the age of 18 must have a supervising adult present at all times while they are on the Gun Range.
 - g. **Follow Staff Instructions:** It is the responsibility of every Owner using the Range to ensure the safety rules are adhered to and understood by every Associate Member and Guest that they bring to the range. Failure to follow the directions of Gun Range personnel will result in a fine per incident, and other disciplinary action.
 - h. **Absolutely no alcohol or recreational drugs** shall be consumed while on the Gun Range premises. Any person who is under the influence of alcohol or recreational drugs will not be permitted to shoot or remain on the premises.
 - i. **Additional policies, procedures, and rules** are posted at the Gun Range.

Section Seventeen: Hunting and Fishing Rules

1. **Priority for Fish and Game:** R-Ranch has many hunting and fishing opportunities for Owners and their Guests to enjoy. Priority for hunting and fishing on R-Ranch property is given to Owners/Members first, Associate Members second, and Guests third. The R-Ranch General Manager reserves the right to restrict the number of Guests allowed to hunt or fish on any given day. Opening weekend of deer season is reserved for Owners only.
2. **State Rules and Regulations:** Hunting and fishing on R-Ranch property is subject to California Department of Fish and Wildlife regulations. It is the responsibility of each individual that is hunting or fishing on the property to understand and follow those regulations, open seasons, adhere to limits, and secure any required permits.

3. Hunting at R-Ranch is:

- a. Allowed on “The 3,000”, which is the area East of the railroad tracks near Cottonwood Campground.
- b. Allowed on “The 1,000”, which is the area north of Copco Road, across from Klamath Campground.
- c. Not allowed in the campgrounds.
- d. Not allowed on any R-Ranch land west of Interstate 5 (the Headquarters and Stables side of R-Ranch.)

4. Guest Hunting Restrictions:

- a. Up to three (3) Guests at a time will be permitted to hunt per share, pending availability. Total number of hunting Guests allowed to hunt at R-Ranch is subject to restrictions, with priority for the hunt given to Owners.
 - b. Guests must hunt with an Owner at all times.
5. **Be A Good Neighbor:** All Hunters are required to know and respect property boundary lines. Help us maintain a positive relationship with our neighbors by avoiding trespassing or hunting on their land. When using the easements through neighboring properties, stay within the easement boundaries and do not hunt while passing through our neighbor's land. There is public Bureau of Land Management and United States Forest Service property near R-Ranch that may also be available for hunting.
6. **Secure the Property:** Always close the gates behind you. The combinations to the locks on the gates are available by contacting Headquarters.
7. **Fishing the Ponds:** Fishing is allowed in the ponds on R-Ranch property. Be conservation minded with catch and release. Individuals may only keep one fish per day taken from R-Ranch ponds. The Children’s Fishing Pond next to Headquarters is for children aged 12 and under, and disabled persons of all ages.
8. **Fishing the Creeks and Rivers:** Fishing in Cottonwood Creek, Ditch Creek, Rancheria Creek, and the Klamath River is strictly regulated by the Department of Fish and Wildlife. Be sure to check with them before doing any fishing along those creeks and rivers. They are frequently closed to protect fish species.
9. **Refrigerated Game Locker:** A refrigerated game cooler near Headquarters is available on a first-come, first-served basis. Only Ranch staff can open the cooler. Policies and procedures for game cooler use are detailed in the R-Ranch Information Packet.
10. **Firearm Rules:** See Section 16 for rules regarding firearms on R-Ranch property.
11. **Additional Information:** Please refer to the annual R-Ranch Hunters Information Packet for more information about hunting at R-Ranch. See Section 8 of this handbook for information regarding accessing the properties, road use restrictions, and speed limits.

Section Eighteen: Off-Highway Vehicle Use

1. **Off-Highway Vehicles (OHV)** are motor vehicles that are used off public roads and highways and may include but are not limited to: dirt bikes, motorcycles, all-terrain vehicles, side-by-sides, quads, golf carts, and similar. All of these will hereafter be referred to as “OHVs”.

2. **Responsibility for Liability and Risk:** Use of any type of motorized vehicle on R-Ranch property is at the user's own risk. Owner/Member is responsible for any injury or property damage caused by themselves or by their Associate Members or Guests resulting from operating a motorized vehicle on R-Ranch property. Both the owner and the operator of the machine may be held liable for injury and/or damages resulting from an OHV or other vehicle accident.
3. **Before You Ride:**
 - a. **Register:** You must register your OHV with R-Ranch if you are staying in a campground by completing the relevant portion of the Campsite Registration Card.
 - b. **Sign and Submit Forms:** A Liability Release Waiver must be on file with Headquarters prior to riding or driving an OHV on R-Ranch property. This requirement applies to all Owners, Associate Members, and Guests. If you are going to be on an OHV while it is in motion, you must have a Liability Release Waiver on file. One Waiver is good for all activities on R-Ranch for the whole year.
 - c. **Get gate combinations** from Headquarters before you head out. Always close and lock gates behind you.
 - d. **Take your Ranch ID or Guest Wristband** with you. Ranch employees or gate guards will not allow you to access the properties without it.
 - e. **Know the Rules:** Familiarize yourself with this section of the Handbook before you ride and ensure that all operators and riders of your OHV know and follow the rules.
4. **Locations for Riding:**
 - a. OHVs may use the trails and roads on the 3,000 acres east of the railroad tracks and across the creek at Cottonwood Campground.
 - b. OHVs may use the trails and roads on the 1,000 acres north of Copco Road across from Klamath Campground entrance.
 - c. Additional riding areas are available on Bureau of Land Management and United States Forest Service land nearby. It is the sole responsibility of the OHV operator to know and follow all regulations regarding use of OHVs on public land if you leave R-Ranch property.
 - d. See Section 8 for information about accessing the R-Ranch properties.
5. **Road Use Restrictions:**
 - a. OHVs may not be driven in the campgrounds except for ingress or egress to the campsite.
 - b. No joy riding through the campgrounds.
 - c. No OHVs on the horse trails.
 - d. See Section 8 for other Road Use Restrictions and Speed Limits.
6. **OHV Safety Rules:**
 - a. Anyone under the age of 18 must wear a helmet when riding an OHV on Ranch property.
 - b. All operators are advised to take a safety-training course and know the machine before operating.
 - c. Adults must supervise and are responsible for OHV riders who do not have a current driver's license.
 - d. Manufacturer recommendations for number and ages of operators/riders should be followed.

- e. Driving under the influence of alcohol or other drugs is prohibited.
7. **Caring for the Environment:**
- a. Always care for the environment by staying on existing roads and trails, and by staying out of wetland areas.
 - b. Approach livestock or wildlife on the trail slowly. They may enter your path if you startle them so give them time and space to react.
 - c. All machines must be equipped with a spark arrestor and a muffler which is in good operating condition and meets federal standards.

Section Nineteen: General Stables Rules and Guidelines

1. **Right of the Stables to Deny Services:** R-Ranch Stables claims the right to accept or reject any boarders, riders and/or lesson students, notwithstanding any agreement of any kind in which the Stable or R-Ranch is a party. Stables expressly retains and reserves the absolute right and privilege to deny or reject any application or request by any person to board a horse, use string horses or take lessons at the stable facilities, or to require an owner to remove a horse for any reason whatsoever, in their sole and absolute discretion. The Head Wrangler will have immediate decision authority regarding stable matters. Head Wrangler will confer with GM on decisions related to loss of Q-Pen privileges, loss of trail card privileges, loss of pasture privileges or required removal of a horse from a pasture, or other serious issue, to develop a final decision on the matter.
2. **Assumption of Risk:** All horse riding and handling is done at your own risk. All decisions regarding string horses will be made by the Stables staff; this includes horse assignments, riding conditions, trails followed, trail card rules and riding practices, etc., for the safety of the riders and the welfare of the horses. All riders are required to sign the annual Liability Waiver for R-Ranch.
3. **Know the Rules:** All Owners, Associate Members and Guests who will be riding a Stables horse or an Owner's horse on R-Ranch property or at R-Ranch sponsored events are responsible to make themselves aware of and follow all Stables rules before riding. Anyone not following Stables rules will be asked to leave the Stables area. Additional information and rules regarding the Stables operations of R-Ranch are available on the Stables Forms.
4. **Ranch ID Required:** R-Ranch ID cards or Guest wristbands are required to be shown prior to each ride at the Stables.
5. **Forms Required:**
 - a. All Owners, Associate Members and Guests who wish to ride the horses at R-Ranch must submit the required forms each calendar year before their first ride of the year, or permission to ride the horses will be denied. All forms will be kept on file at R-Ranch.
 - b. Minors wishing to ride must have their forms signed by their parent or legal guardian. No other person is authorized to sign for a minor, so please plan ahead and have the parent or legal guardian sign the forms in advance if you are bringing a minor to the Ranch without their parent/guardian. Forms are available online for your convenience.

6. **Stables Hours:** Stable hours are subject to change. During the off-season, Stables may be open by reservation only. Current hours are posted on all bulletin boards and at the Stables. The Stables may close or partially close due to adverse weather conditions, extreme heat, personnel availability, and to accommodate special events and activities.
7. **Fees Required:** Fees may apply for certain Stables-sponsored events, as outlined on the current Fee Schedule or as determined by the Head Wrangler in conjunction with the General Manager. All fees are due prior to riding.
8. **Guest Stables Rules:**
 - a. Up to 3 guests can make reservations for trail rides on a first-come, first-serve basis, as determined by the signup sheet. Priority for the rest of the horses will be given to Owners and Associate Members on a first-come, first-serve basis. Additional guests can be placed on a standby list and may ride if Owners and Associate Members have not signed up by at least 45 minutes prior to the ride.
 - b. Guests must show a current Guest Pass (wristband) and will be charged for horseback riding in addition to the cost of a guest pass, based on the current Fee Schedule.
 - c. Guests must wear helmets at all times while riding on R-Ranch property. No exceptions.
9. **Minors at the Stables:** The following rules apply to minor children aged 17 and younger while at the Stables or participating in Stables activities:
 - a. Any Guests under the age of 18 entering the Stables, Barn or Arena shall be accompanied by an adult.
 - b. Associate Members and grandchildren of Owners/Members under the age of 14 must be accompanied by a supervising adult to enter the Stables, Barn, or Arena or to ride the string horses.
 - c. Associate Members and grandchildren of Owners/Members aged 9 and older who demonstrate good horsemanship may be allowed to participate in a guided trail ride without an accompanying adult, subject to Wrangler approval on a case-by-case basis.
 - d. Children must be under an adult's control in the Stables area at all times.
 - e. Children may not be left unattended at the Stables or elsewhere in the common areas of R-Ranch while their adult is riding. Well-behaved children may sit in the stands while their adult rides in the arena. Well-behaved children accompanied by a responsible individual over the age of 12 may wait in the Pond Mini-Lodge (formerly known as the TV Room) while their adult is using the arena, round pen, Q-Pens, or wash racks. Any adult riding on the trails or away from the immediate Stables area must make arrangements for a responsible adult to supervise their children at all times while they are out riding.
10. **Trail Cards:** Owners and Associate Members have the option of earning their "Trail Card", which allows them to ride the string horses on the trails without an accompanying Wrangler. See Stables Handbook for more information.
11. **Safety Gear:**
 - a. **Boots and Pants:** All riders must wear long pants and heeled boots. A variety of boots are available in the boot room to be borrowed as needed.
 - b. **Helmets:** All riders under the age of 18 must wear a helmet while riding a string horse or while participating in R-Ranch events. All guests regardless of age must wear helmets while riding anywhere on Ranch property. Adult Owners and adult Associate Members

are encouraged to wear helmets but may sign a waiver declining helmets if desired. R-Ranch has helmets available for guided trail rides and arena rides.

12. Safety Rules:

- a. Please use extreme caution if entering the barn or stables. Horses can be extremely unpredictable.
- b. No running or loud screaming/yelling in the Stables area or around the horses.
- c. Do not stand, sit, or hang on fences or pen rails.
- d. Do not tie horses to fences or pens.
- e. All gates should be kept closed at all times. When barn or stables doors are closed and latched, do not open doors or gates or enter these areas without permission because wranglers could be moving or working with horses inside.
- f. Smoking is prohibited in stables, hay barn areas and in pastures at all times.
- g. No one may enter the pastures where owner or string horses are pastured at any time unless accompanied by the Owner of a horse in that pasture or a Wrangler. Owners, Associate Members, and Guests cannot handle other people's horses without permission from the horse's owner.
- h. Do not feed string horses without Wrangler's permission. Do not feed Owner horses without Owner or Wrangler's permission.
- i. Persons weighing more than 250 pounds need to talk to a Wrangler at least 24 hours in advance before riding, to ensure that an appropriate horse is available. Requests for rides may be declined if an appropriate horse is not available.

13. Prohibited Behavior: The following are strictly prohibited: mistreatment of string horses, unsafe riding practices, riding a string horse "hard", and refusal to follow Wrangler instructions. Any of the above will result in the immediate emergency suspension of Stables Area access until a Board hearing is held and a final determination by the Board is made.

14. No Dogs in the Stables Area: Dogs are not allowed in the stables or immediate stables surrounding area during stable hours. Please note Wranglers may utilize trained dogs to help herd horses and these dogs may not be leashed during the performance of their duties. These dogs will be required to have visual identification (bandanna or vest, etc.) and the dog owner will sign a release to hold the Ranch harmless for any actions the dog takes. The Head Wrangler will certify which dog(s), not to exceed four, will be designated to serve this function and this will be approved by the Ranch General Manager. The working dogs will be on leash or kenneled anytime they are not actively working.

15. Stable Volunteers: We appreciate volunteers at R-Ranch. To ensure the safety of all involved, the following rules apply:

- a. Permission to volunteer must be obtained from Head Wrangler prior to volunteers beginning any work.
- b. The Head Wrangler has the right to dismiss anyone volunteering.
- c. All volunteers at the Stables must sign a volunteer liability waiver. Volunteers are not allowed to operate Ranch vehicles or power tools/equipment.
- d. Volunteers must be at least 18 years old, excepting that Associate Members under the age of 18 with a current Trail Card may assist at the stables with the approval of the Head Wrangler.

- e. Volunteer adults with minors accompanying them to undertake volunteer work must ensure that the minors have the capability to participate in the work and will be completely responsible for the supervision and safety of the minor.
16. See **Section 20** for information about bringing your own horse to the Ranch.

Section Twenty: Owner Horses at R-Ranch

1. **Bringing a Horse to R-Ranch:**
 - a. Owners must be in Good Standing and current on all fees and assessments in order to bring or pasture a horse on any R-Ranch property. If an Owner loses “Good Standing” status, they must remove their horse(s), trailers and any related equipment from R-Ranch property according to the terms of the Disciplinary Action Notification Letter.
 - b. Owners who sell or relinquish their share are to remove their horse(s), trailers and any related equipment from R-Ranch property before they sell their share, or no later than 24 hours after said event.
 - c. Horse owners must make advance arrangements with the wranglers before bringing a horse to R-Ranch and must complete all forms and provide all records.
 - d. Complete policies, procedures, information, and rules regarding bringing your own horse to R-Ranch are available upon request.
2. **Quarantine Pens:** Known as “Q-Pens”, these are a tool used by the Wranglers for quarantining horses. Priority is given to Ranch string horse needs first. Q-Pens may be available by advance reservation for Owner’s horses to use short-term (less than 14 days in a calendar month), or for guest horses (fees apply). Horse owner is responsible to feed, water, and clean up after the horse while it is in the Q-Pen (unless the horse is there for pre-pasture quarantine). Guests will need to provide paperwork at the beginning of each visit. Paperwork for Owner/Member horses will be filed in Headquarters for future use. The following forms and records are required:
 - a. Current vaccination records
 - b. Current worming records
 - c. Proof of liability insurance on the horse
 - d. Q-Pen Agreement
3. **Required Records for Pasturing:** Horse owners must provide all required records listed below to Headquarters at the time of initial check-in of a horse for pasturing (fees apply). Horses will be placed in the Quarantine Pens until cleared to join the other horses in the pasture. Records followed by an asterisk (*) must be updated annually by January 15, or as they expire, whichever is sooner.
 - a. Bill of sale for each horse and/or proof of ownership.
 - b. Current vaccination and worming records. *
 - c. Current picture of the horse.
 - d. Proof of liability insurance on the horse. *
 - e. Pasturing Agreement*
 - f. Pre-Pasturing Quarantine Q-Pen Agreement
 - g. Guidelines and Safety Rules for Owners with Horses on R-Ranch*

4. **After-Hours Registration:** A log-in sheet will be used for the registration of horses after hours. Owners bringing horses on property after headquarters or stable hours will be required to fill out the log, which will be kept under the awning of the hay barn.
5. **Horse Camping**
 - a. No overnight horse camping is allowed in Cottonwood or Klamath campgrounds. Horses are only allowed onto the campgrounds for ingress/egress and special Ranch events.
 - b. Horses kept overnight on the Ranch are to be secured in the Q-pens with prior head wrangler permission, or in the Owner's assigned pasture, or in the designated overnight horse camp area.
 - c. An overnight horse-camp area is available by reservation. A security deposit is required and use fees may apply.
6. **Use of Trails and Arena:** Owners or guests riding their own horses during stables open hours must notify the Wranglers before they ride out onto the horse trails. For safety reasons, the Wranglers need to know if they are likely to encounter other riders while out on the trails. The Arena may only be used during Stables hours if it does not interfere with Stables Arena Ride times or Stables Riding Lesson times. Check with the Wranglers for current Arena availability.
7. **Stallions:** Stallions are not allowed in the barn, the Q-Pens, or the pastures for the purpose of overnight stays, pasturing, or stabling. Well-behaved stallions are allowed on property for day use of the ranch's trails and facilities and may also participate in ranch events or competitions as long as they are under the owner's immediate control. Otherwise, they are to be in the owner's trailer. Supervised, well behaved stallions may also be on property temporarily for farm call veterinary care or farrier work. All stallions must be handled by someone 18 years old or older.
8. **Professional Horse Service Providers:** All owners who are having a professional visit the barn, such as a farrier, vet, chiropractor or any other scheduled visit for their horse, must let the Head Wrangler know at least 24 hours in advance of the visit, or as soon as possible if needed for emergency care of a horse. Only areas open to Owner horses may be used for these visits. Owner must also remain on the premises while the visit is taking place. Do not leave until the visit is complete and everyone has left the property. If there are emergency or extenuating circumstances the Head Wrangler may elect to make other arrangements on a case-by-case basis.
9. **Horse Trailer Parking/Storage:**
 - a. Horse trailer storage will be in designated areas as determined by the Head Wrangler.
 - b. Long-term parking is defined as anything 30 days or over. Short-term parking is defined as parking while staying on the ranch for less than 30 days. Day use and event parking may also be permitted and assigned by the Head Wrangler.
 - c. An owner who is pasturing a horse on the Ranch and is current on pasture fees may store a horse trailer on property at no charge, if said trailer is used to store tack and is moved off R-Ranch property at least once a month for a minimum of 24 hours. Any trailer not meeting these requirements will be subject to R-Ranch trailer storage rules and fees and/or removal from Ranch property.
 - d. Any property, including trailers, tack, or horses left on R-Ranch for longer than 60 days will be considered abandoned if fees related to the use, pasturing or storage of said property have not been paid. Abandoned property is subject to seizure and disposal proceedings by R-Ranch.

- e. Owners will be responsible for removal of horse manure and any trash. Failure to keep trailer storage and parking area clean will result in a cleaning fee and repeat offenses will result in loss of trailer parking privileges.
- f. All horse trailers must be in moveable, usable condition and have current registration and insurance.

Section Twenty-One: Fines (Also known as Special Individual Assessments)

Rule Violation	Discipline and/or Fine Imposed
Behavior: Disruptive, threatening, illegal, or noxious behaviors. (Owners are responsible for everyone on their share plus their guests.)	\$100 per incident, plus any cost incurred by the Ranch
Campsite: Unoccupied for greater than 5-consecutive nights	1 st Offense: \$50 per night 2 nd Offense: \$75 per night 3 rd Offense: \$100 per night and revocation of the 5-Nights-Away privilege
Campsite: Failure to check-in when returning from overnight absences	\$25 per night not registered
Campsite: Failure to register by no later than the morning after arrival	\$15 per night not registered
Campsite: Littered or excessively messy	Written notice of 3 days to correct. \$50 per day fine for failure to correct after 3 days
Campsite: Non-Compliance of campsite stay limits or request by staff to vacate campsite	\$50 per day of non-compliance
Cleaning Fine: Leaving a mess for staff to clean up	\$50 per hour per employee needed to clean up the mess, up to \$500
Cleaning Pool: Due to messes in the water	\$100 per occurrence
Damage: Accidental	\$25 fine plus the actual cost of repair or replacement of Ranch property
Damage: Deliberate or Vandalism	1 st Offense: \$100 fine plus the actual cost of repair or replacement of Ranch property. 2 nd Offense: Suspension of Owner rights, plus \$100 fine, plus the actual cost of repair/replacement
Delinquent: Assessments	A late fee equal to 10% of the assessment will be applied on the 46 th day after billing date Suspension of Owner Rights will occur on the 60 th day after billing if assessments remain unpaid/not current
Delinquent: Electric Fees, other Fees, and Fines	\$25 late fine on the 46 th day after billing date. Suspension of Owner Rights will occur on the 60 th

	day after billing if bill remains unpaid/not current (Includes shutting off electricity and gate access.)
Disturbance: Excessive noise anytime, or failure to observe quiet time (including running generators)	1 st Offense: Written Warning 2 nd Offense: \$100 per incident
Dumping: Dumping or disposal of trash & septic waste by Owners not staying on R-Ranch property	1 st Offense: \$50 fine 2 nd Offense: \$75 per incident
Establishing residency or exceeding the 210 overnight stays allowed	1 st Week: \$100 per night. 2 nd and subsequent weeks: \$200 per night, plus suspension of Owner rights
Gate: Access Code Sharing with anyone other than the Owners and Associate Owners on your Ownership	1 st Offense: Written warning and Owner must pay for a mandatory code change 2 nd Offense: \$100 per incident 3 rd Offense: \$250 per incident, plus revocation of gate code privileges
Gate: Tailgating through security gates	1 st Offense: \$50 2 nd Offense: \$100 per incident
Guest: Non-payment of guest fees	\$20 per guest per day
Guest: Non-registration of guests by noon of the day after arrival	1 st Offense: written warning 2 nd Offense: \$15 per guest per incident
Gun Range: Failure to follow gun range personnel instructions	\$100 fine and possible suspension
Horse: Abuse/misuse of string horses	1 st Offense: \$50 plus vet costs and suspension of riding privileges 2 nd Offense: \$100 plus vet costs and revocation of riding privilege
Horse: In the campgrounds overnight	\$25 per night
Horse: Neglect. Failure to provide farrier, trim, vet care, etc.	\$50 per horse per incident, plus cost of providing care and possible loss of pasturing privileges
Horse Rides: No Show for reserved ride	\$20 per rider per incident
Horse: Pasture agreement not on file, or delinquent pasturing fees	\$100 per month and possible loss of pasture privileges
Illegal drug use or underage drinking/drug use	1 st Offense: \$250 per incident. 2 nd Offense: \$350 plus additional disciplinary action.
Lodging: Failure to remove perishable food, trash, personal items from Ranch lodging options	\$50 per incident
Lodging: Reservation No-Show	Minimum \$25 no-show fee.
RV: Additional RV in campsite	\$25 per night
RV: Dilapidated RV or trailers in disrepair in storage	\$50 per month
RV: Not arranging for repairs while trailer/RV is in a campsite	Three (3) day written notice then \$30 per day until repaired or moved to storage
RV: Dumping gray or black water in campsites or unauthorized locations	\$25 minimum per incident

RV: No current registration or valid non-op on file for stored trailers/RVs/boats/vehicles/OHVs	\$125 per year
RV: No storage agreement on file	\$25 per month
Pet Offense: Destructive	\$100 per incident plus associated costs
Pet Offense: Non-Destructive	1 st Offense: Written warning 2 nd Offense: \$25 3 rd Offense and Subsequent: \$50 per incident plus disciplinary action
Speeding: Exceeding the established speed limits on Ranch property	1 st Offense: Written warning 2 nd Offense: \$25 fine Additional Offenses: \$50 per incident
Trailer Pull: No Show. Failure to arrive on the requested trailer pull date	\$25 per incident, and the trailer will be returned to storage
Violation of Suspension Protocol: A suspended Owner/Associate Member is on grounds or in area they are suspended from	\$100 per incident per day on property or in area they are suspended from
Violation of Suspension Protocol: A suspended Owner's property is still on grounds when they were required as part of the suspension to remove their property	\$25 per day until removed or suspension is lifted. Owner must be escorted to retrieve property
<p><i>*Owners may be responsible for paying any legal fees that R-Ranch incurs as part of the disciplinary process.</i></p> <p><i>**Additional Disciplinary Action, including but not limited to the temporary suspension of Owner rights, may be taken on any of these common rule violations.</i></p>	