Canyon Springs Resort

PROPERTY OWNERS' ASSOCIATION

PROPERTY OWNER'S MANUAL

Rules and Regulations

Updated March 8, 2022
For the most current version visit
www.canyonspringsresort.org

Canyon Springs Resort Property Owners Association
691 Canyon Springs Drive, Canyon Lake, TX 78133

This page intentionally left blank.

The purpose and intent of said rule changes is to incorporate information required by law, comply with changes in state and local ordinances, clarify entries by removing unnecessary verbiage and better understanding of our Association's rules and procedures with the goal of enhancing the beauty of our neighborhoods while increasing the value of all our properties.

TABLE OF CONTENTS

Contents

CONTACT INFORMATION **6**

SECTION I – INTRODUCTION

SECTION II – FACTS ABOUT CSRPOA

SECTION III - VITAL ROLES AND FUNCTIONS

4.1 Treasurer / Accounting
4.2 Secretary
4.3 Architectural / Planning and Compliance Committee
4.4 Event Coordinator
4.5 Web Administrator
SECTION IV - CSRPOA WEB SITE
SECTION V - CANYON LAKE
SECTION VI - CSRPOA FACILITY / PARK ADDRESS

FREQUENTLY ASKED QUESTIONS (FAQ) 8
ASSESSMENTS AND FEES
HOMEOWNER COMPLAINTS
USE OF AMENITIES

GENERAL RULES & REGULATIONS (GR) 9
SECTION I – INTRODUCTION
GR.1.1 General Information
GR.1.2 Purpose of Fines
GR.1.3 Fines Not Exclusive Remedy
GR.1.4 Disciplinary Hearings and Appeals of Fines and Suspensions
GR.1.5 CSRPOA Web Page
GR.1.6 CSRPOA Confidentiality Policy
SECTION II - GENERAL RULES
GR.2.1 No Falsification or Forgery of Documents
GR.2.2 Restrictions for Use of CSRPOA Equipment
GR.2.3 No Malicious Mischief and/or Damage
GR.2.4 No Loitering
GR.2.5 No Noxious and / or Offensive Conduct (Noise) GR.2.6
Recreational Vehicles and Trailers.

ACTIVITIES (AD) 15
SECTION I- INTRODUCTION
SECTION II - POLICY FOR USE AND RENTAL OF RESERVABLE FACILITIES / COMMON AREA MEETING ROOMS (EXCLUDING CSRPOA FUNCTIONS)
AD.2.1 Availability
AD.2.2 Facility Rental Use Fee (Hourly or Daily)
AD.2.3 Rental Application / Deposit
AD.2.4 Decorations
AD.2.5 Removal of CSRPOA Property Not Permitted
AD.2.6 Responsibility for Damages
AD.2.7 Inspection and Control
SECTION III - POLICY FOR BANNERS POSTED THROUGHOUT THE CSR COMMUNITY
AD.3.1 Time Period

CLUBHOUSE (CH) 16

SECTION I - INTRODUCTION SECTION
II - CLUBHOUSE RULES
CH.2.1 No Smoking Allowed Inside
CH.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages
CH.2.3 No Alcoholic Beverages Allowed to Leave Premises
CH.2.4 Responsibility for Damages
CH.2.5 Reporting Complaints
SECTION III - CLUBHOUSE PROCEDURE FOR USE OR RENTAL
SECTION IV - CLUBHOUSE POLICY FOR USE OR RENTAL OF FACILITY

SWIMMING POOL (SP) 19

SECTION I- INTRODUCTION
SECTION II - POOL RULES
SP.2.1 Valid CSRPOA Card is Required
SP.2.2 Members in Good Standing
SP.2.3 Members Must Accompany and Stay with Guests
SP.2.4 Pool Use Limited to Four (4) Guests Per Tract / Lot
SP.2.5. Proper Supervision Required
SP.2.6 No Animals
SP.2.7 No Smoking
SP.2.8 No Alcoholic Beverages
SP.2.9 No Glass Containers or Objects
SP.2.10 No Bicycles
SP.2.11 No Skateboards
SP.2.12 No Scooters
SP.2.13 Obey Pool Attendants
SP.2.14 No Unsafe Behavior and / or Activity
SECTION III - POLICY FOR USE OF THE POOL
SP.3.1 Proper Swimwear Required
SP.3.2 Proper Waterproof Swim Pants or Briefs Required for Babies, Toddlers, or Incontinent Adults
SP.3.3 Safeguard for Crowded Days
SP.3.4 Notification Required for Injury, Accident or Emergency
SP.3.5 No Lifeguard on Duty
SECTION IV – FAILURE TO COMPLY WITH RULES
SP.4.1 Disciplinary Actions

ARCHITECTURAL / PLANNING & COMPLIANCE (PC) 22

SECTION I - INTRODUCTION
PC.1.1 Architectural Control Committee

PC.1.2 Starting A Project Prior to Approval
PC.1.3 Committee Review / Approval Process
PC.1.4 Responsibility
PC.1.5 Owner Responsibility for Building Code Compliance
PC.1.6 Fines Imposed (informational only)
SECTION II – SPECIFIC PROVISIONS AND RESTRICTIONS
PC.2.1 Burning
PC.2.2 Garbage and Refuse Containers
PC.2.3 Property Maintenance
SECTION III - REGULATIONS FOR CONSTRUCTION
PC.3.1 Size of Residences
PC.3.2 Accessory Structures
SECTION IV - APPLICATION PROCESS
PC.4.1 Application Form
PC.4.2 Submittal Requirements
PC.4.3 Plan Requirements
PC.4.4 Additional Requirements for New Homes
PC.4.5 Permit
PC.4.6 Encroachments
PC.4.7 Viewing of Application and Plans
SECTION V - CONSTRUCTION
PC.5.1 Time Limits
PC.5.2 Forms and Footing Inspections
PC.5.3 During Construction
PC.5.4 Contractor and Property Owner Responsibility
PC.5.5 Occupancy Permits
PC.5.6 Failure to Obtain a Permit
PC.5.7 Failure to Build According to Plans

SHORT TERM RENTALS (SS) 29
SECTION I –SHORT TERM RENTALS (DEFINITION & RULES)
SS.1.1 Short Term Rentals
SECTION II – WHAT IS THE W.O.R.D. DISTRICT?
SS.2.1 The W.O.R.D District
SS.2.2 Right to Revoke Permit
SS.2.3 Lodging Requirements
SECTION III – CSRPOA REQUIREMENTS FOR SHORT TERM RENTALS
SS.3.1 CSRPOA CC&R's Short-Term Residential Use ONLY Language
FEE & FINE SCHEDULES 32

CONTACT INFORMATION

SECTION I - INTRODUCTION

Canyon Springs Resort Property Owners Association is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of Texas. The Canyon Springs Resort Property

Owners Association (CSRPOA) holds elections to choose a Board of Directors, which is responsible for the overall operation and management of the community. The CSRPOA owns, maintains, and operates common property and facilities, parks, utility and drainage easements, recreational and service facilities. It adopts and administers rules and regulations to promote a quality living environment. It levies assessments to generate the revenues necessary to finance its operations and to perform the
responsibilities placed upon the CSRPOA by its Articles of Incorporation, By-Laws and Declarations of Restrictions recorded against the tracts within the community.

The CSRPOA's relationship with its members is contractual rather than governmental, and this contract consists of the Declaration of Restrictions which is recorded against each residential lot within the community. When you buy a home or lot within the Canyon Springs Resort Property Owners Association, your purchase is subject to this contract. This contract regulates, among other things, what kind of structures can be erected on a lot, their appearance and that of the site in general, and how the site and improvements thereon must be maintained.

The community is, by definition and function, a regulated environment. In order to function effectively, Canyon Springs Resort Property Owners/Members should realize that the very characteristics that drew them to this community, such as consistently clean, attractive neighborhoods and homes, recreational amenities and exclusivity, depend on the Owners/Members abiding by and submitting to personal identification and regulations requirements.

It is the Association's job to maintain and protect the special nature of the Canyon Springs Resort Property Owners community. The following rules and regulations have evolved over several years of history to accomplish this task as well as promote the health and safety of its members. A thorough understanding of them by all owners / members is essential to avoiding inadvertent mistakes and unnecessary penalties.

SECTION II - FACTS ABOUT CSRPOA

Did you know just how many amenities CSROA has? Here are a few facts we wanted to share with you. For the complete list, visit the CSRPOA web site. For those who have friends or guests who are curious what Canyon Springs Resort is about or for prospective buyers looking to move into Canyon Springs Resort, this offers a lot of information about the Community.

Established: 1968
Total # of Units: 660
Clubhouse: 1,584 Square Feet
Clubhouse Acreage: 6.378
Pools: Main 3ft-8ft / Small 1.5ft

SECTION III - VITAL ROLES AND FUNCTIONS

The proper department should be contacted for CSRPOA business needs. The appropriate e-mails have been provided for the CSRPOA directors as follows:

Title / Board Function	E-Mail
President	canyonspringsresortpoa@gmail.com
Vice President	canyonspringsresortpoa@gmail.com
Treasurer/Accounting	csrpoa.vote@gmail.com
Secretary	canyonspringsresortpoa@gmail.com
Architectural / Planning & Compliance	canyonspringsresortpoa@gmail.com
Event Coordinator	canyonspringsresortpoa@gmail.com
Clubhouse Rental Coordinator	canyonspringsresortpoa@gmail.com
Web Administrator	canyonspringsresortpoa@gmail.com

3.1 Treasurer **/ Accounting**. *Contact the Treasurer for:*

- Cash / Check Payments
- Credit Card Payments
- Delinquent Assessments
- Fine Payments

3.2 Secretary.

Contact the Secretary for:

- Being placed on the Meeting Agenda (President can be contacted for this as well)
- Meeting Record Keeping / Minutes

3.3 Architectural **/ Planning and Compliance**.

Contact the Planning and Compliance department for:

- Architectural Review
- New Construction and Improvements
- Facilities Maintenance
- Park Maintenance
- Common Area Maintenance

3.4 Event Coordinator.

Contact the Event Coordinator for:

- If you wish to be a vendor at an event
- Event and Activities Support.

3.5 Web Administrator.

Contact the Web Administrator for:

- CSRPOA Website Information
- CSRPOA Forum Information
- CSRPOA Newsletter Information
- Email Information

SECTION IV - CSRPOA WEB SITE

The CSRPOA web site address is www.canyonspringsresort.org

Contact information is provided for the current Board of Directors.

Property owners may view important notices, download forms and applications, review reports, agendas of upcoming meetings and learn about upcoming events and schedules of activities.

Property owners may also pay their annual POA Fees online.

Additionally, information on Standing-Committees (including rosters, meeting times, meeting locations, etc.) may also be found on the CSRPOA Web Site, if applicable.

SECTION V - CANYON LAKE

Residential and commercial development of the area began after the completion of Canyon Lake in 1964. Canyon Lake is a census-designated place (CDP) in Comal County, Texas, United States. The population was 21,262 at the 2010 census. It is part of the San Antonio Metropolitan Statistical Area.

The Canyon Lake CDP includes a number of small, unincorporated communities surrounding Canyon Lake, including Sattler, Startzville, Canyon City, Cranes Mill, and Hancock. Communities located on the fringes of the CDP are Fischer, Spring Branch, and Smithson Valley.

SECTION VI - CSRPOA FACILITY / PARK ADDRESS

Provided is a list of the CSRPOA clubhouse facility / park address. The zip code is: 78133.

Facility / Park Name	Address
Canyon Springs Resort Clubhouse	691 Canyon Springs Drive, Canyon Lake, TX

FREQUENTLY ASKED QUESTIONS (FAQ)

ASSESSMENTS AND FEES

Q. When are the assessments due?

An Assessment of $1.50 per lot, per month shall run against each lot in Canyon Springs Resort for membership in and for the maintenance of the private parks, beach areas and rights of way. CSRPOA collects the assessment yearly and is due on the 1st of May each successive year. The payment is considered late if paid after the last day of May and a $30 Late Payment Fee will be applied.

Q. What forms of payment do you accept for charges and fees? All forms of payment including check or credit card.

HOMEOWNER COMPLAINTS

Q. Who do I contact if my neighbor has a recreational vehicle parked out on the street?

Call the sheriff's department non-emergency line at (830)620-3400

USE OF AMENITIES

Q. How do I receive access to the pool?

A Driver's License or State Issued ID (showing current member's address) must be provided in order to access the pool. Pool Attendants responsibilities include checking to make sure the member is up to date with payment of their yearly assessment fee to access the pool.

GENERAL RULES & REGULATIONS (GR)

NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Springs Resort Property Owners Association (CSRPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines. Any violation to the rules with no specified fine amount may be fined $50.00.

SECTION I – INTRODUCTION

Your Canyon Springs Resort Property Owners Association (CSRPOA) works to protect your property values, and to promote the welfare of the project's residents by administering fair and equitable rules. You can do your part by honoring these rules to extend those benefits to others. When we all do our part, the continuing improvement of Canyon Springs Resort as a unique living environment and investment will be realized.

The Board of Directors thanks you in advance for taking the time to read the following and review these rules and regulations. Working knowledge of these rules and procedures is invaluable to you as part of your enjoyment of your new community.

GR.1.1 General Information

The CSRPOA is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of Texas. The CSRPOA holds elections to choose a Board of Directors, responsible for the overall operation and management of the community. The CSRPOA owns, maintains, and operates common property and facilities, such as streets, parks, greenbelts, recreational and service facilities. It adopts and administers rules and regulations to promote a quality living environment. It levies assessments to generate the revenues necessary to finance its operations and to perform the responsibilities placed upon the CSRPOA by its Articles of Incorporation, By-Laws and the Declarations of Restrictions recorded against the tracts within the community.

The CSRPOA's relationship with its members is contractual rather than governmental, and this contract consists of the Declarations of Restrictions (CC&R's), recorded against each residential lot within the community. When you buy a home or lot within Canyon Springs Resort, your purchase is subject to this contract. This contract regulates, among other things, what kind of structures can be erected on a lot and their appearance and that of the site in general, and how the site and improvements thereon must be maintained.

Additionally, the Covenants, Conditions and Restrictions, generally referred to as CC&R's, shall be the governing documents that dictate how the CSRPOA operates the community. The CC&Rs recorded against each tract / lot have certain conditions and requirements that are specific to that

particular property and location (such as lake frontage lots, those lots in different units, etc.). It is the responsibility of each property owner to read and understand these CC&R's and recognize the circumstances that may arise due to the location of their tract / lot.

As such, in concurrence with the grantee's acceptance included in the CC&R's, the grantee of any lot subject to the coverage of the Declaration, by acceptance of a deed conveying title thereto, or the execution of a contract for the purchase thereof, whether from Declarant or subsequent owner of such lot, shall accept such deed or contract upon and subject to each and all of these

Restrictions and the agreements therein contained, and jurisdiction, rights and powers of Declarant, and by such acceptance shall for himself, his heirs, personal representatives, successors, and assigns, covenant, consent and agree to and with Declarant, and to and with the grantees and subsequent owners of each of the lots within the Subdivision to keep, observe, comply with and perform said Restrictions and agreements.

Further, each such grantee also agrees, by such acceptance, to assume as against Declarant, its successors or assigns, all the risks and hazards of ownership or occupancy attendant to such lot.

In order to function effectively, Canyon Springs Resort property owners / members should realize that the very characteristics that drew them to this community, such as consistently clean, attractive neighborhoods and homes, recreational amenities, depend upon the owners / members abiding by and submitting to personal identification and regulations requirements.

Your CSRPOA's goal is to maintain and protect the special nature of your Canyon Springs Resort community. The following rules and regulations evolved over several years of history to accomplish this task. A thorough understanding of these rules and regulations by all members and residents is essential to avoid inadvertent mistakes and unnecessary penalties.

In order to achieve these legal requirements, the CSRPOA has a adopted a zero-tolerance policy for unlawful harassment and discrimination and is committed to taking all reasonable steps to prevent harassment and discrimination from occurring. This policy is designed not only to provide a positive environment for our members and volunteers, but also to minimize potential costs to members associated with other claims.

GR.1.2 Purpose of Fines

The rules and regulations contained herein are enforceable through the issuance of citations or other action. While not all of the rules contain a fine amount or other action, many do. The purpose of fines is not to raise revenue, but rather to establish an appropriate economic penalty for violations. These rules have evolved over the 40 plus years of Canyon Springs Resort's history to promote the orderly use of the common facilities, enhancement of the aesthetic environment and similar purposes. If the Members are to expect the Board of Directors of the CSRPOA to administer and enforce these rules, then an effective means of deterring that relatively small percentage of people who willfully abuse the rules must be established. Fines have proven to be a useful means of accomplishing that goal.

GR.1.3 Fines Not Exclusive Remedy

Violation of any rule or policy may result in a fine, suspension, permit or approval revocation, other disciplinary action and / or legal enforcement action. Any statement in these rules that a fine may be imposed is not intended to and shall not be construed as a limitation on actions that may be taken by the CSRPOA in response to a violation. Instead, such a statement is mainly an example of one of many nonexclusive actions that may be taken by the CSRPOA in response to a violation. Thus, in addition to a fine, a suspension, permit or approval revocation, other disciplinary action and / or legal enforcement action can be imposed, even for a first offense, under appropriate circumstances. Disciplinary actions may include, but are not limited to, revocation of privileges to utilize recreational facilities.

GR.1.4 Disciplinary Hearings and Appeals of Fines and Suspensions

Disciplinary hearings shall be scheduled before the CSRPOA Board of Directors. A letter must be sent to the member advising the non-compliance with the deed restrictions and the member will be given a chance to remedy the non-compliance. If not in compliance after two weeks, a second letter will be sent advising that a hearing before the Board will be conducted. The notice shall state the date, time, and place of the hearing. If a remedy is still not completed, the fee will be charged to the members account weekly. Hearings will be conducted by the Board of Directors at a mutually agreeable time and date within 30 days of the date the notice to the member was mailed. The President shall preside at all hearings and serve as moderator for the proceedings. There must be a quorum of Board Members present for the hearing to commence. After the Board has made its case, the member will have an opportunity to address the Board of Directors. Cause should be given why the Board should not assess a fine for non-compliance.

The member may be, or not be, represented by legal counsel. The member may submit evidence, call forth witnesses or other persons as appropriate to the case at hand, or submit materials to support his position. (Remember that this is not a court case but should be presented as closely as possible to the case the Board will pursue in civil court if necessary. This establishes a foundation at law for the filing of a civil complaint.)

Members have a right to attend a hearing at which they face disciplinary action, to be heard by the committee, to present evidence and to confront the evidence against them. Requests for postponements shall be handled in accordance with paragraph GR.1.4d. The decision of the Board of Directors shall be sent to the Member. Appeals will be heard by the Board of Directors in the following manner as described in the subsequent paragraphs.

GR.1.4a Basis for Appeal - The basis for the appeal must be stated in writing and should not simply re-argue factual disputes. If the Member failed to attend the hearing at which the committee considered the imposition of disciplinary action, the appeal must specify, in writing, good cause for the Member's failure to attend the scheduled hearing before that committee and offer a summary of the what the Member's defenses will be to the violation(s) charged so that the Board may determine that there is a dispute to be resolved rather than an attempt to delay the process.

GR.1.4b Time for Appeal - Appeals to the Board of Directors must be filed, in writing, with the CSRPOA within fifteen (15) days of the CSRPOA's sending notice to the member of the decision of the committee.

GR.1.4c Appeals Evidence - Although a Member has the right to attend the Board's appeal hearing in Executive Session and to be represented by Counsel at the Member's expense, appeals will be decided solely upon the review of the written record and of proceedings before the Board of Directors below unless:

GR.1.4c.1 - The appealing Member requests in the written appeal to the Board of Directors the opportunity to offer additional evidence and states the reasons why the evidence now being offered was not presented to committee which initially considered the matter; and

GR.1.4c.2 - The Board of Directors grants the request. The Board of Directors will not hear additional evidence unless the Board finds that a second evidentiary hearing is justified by exceptional circumstances. The Member appealing to the Board of Directors has the burden of showing that the Committee's determination was unsupported by evidence, constituted an abuse of discretion or was otherwise in error.

GR.1.4d Postponements - A member may request one (1) postponement of a scheduled hearing for a good cause. The postponement is not to exceed sixty (60) days from receipt of the written request. Such postponement request may be made in writing to the CSRPOA Board of Directors, 691 Canyon Springs Dr. Canyon Lake, TX 78133, by stating in detail the reason(s) for the request and must be received by the CSRPOA Board of Directors not less than three (3) days prior to the scheduled hearing.

GR.1.4e Receipt by CSRPOA - The CSRPOA Board of Directors is not responsible for postponement requests or appeals to the Board of Directors, which are not timely received. It is the Member's obligation to confirm the Board of Directors timely receipt of such requests.

GR.1.4f Failure to Appear - If a member fails to appear at a scheduled hearing without submitting a request for a postponement with good cause, the matter will be heard by the Board in the member's absence and ruled upon.

GR.1.5 CSRPOA Web Page

Property owners may use the internet to view the CSRPOA web site to see upcoming meetings, receive schedules of committee meetings, learn about upcoming events and review schedules of activities. Residents can send email to the Board of Directors of the CSRPOA. Information on upcoming events at Canyon Springs Resort is also available. The internet address for the CSRPOA web site is: www.canyonspringsresort.org

The Site is a general audience site. We do not knowingly collect any personal information from children under the age of thirteen on the Site. If in the future, we collect personally identifiable information from children, we will do so in compliance with the Children's Online Privacy Protection Act of 1998 (15 U.S.C. 6501 et seq.). The Internet offers children wonderful educational and entertainment resources. Your guidance and involvement are essential to help ensure that children have a safe and rewarding online experience. We encourage you to visit the Direct Marketing Association's Web site (www.the-dma.org) and explore the Get Cyber Savvy! Program as well as the GetNetWise Web site (www.getnetwise.org) to learn more about parental control tools.

GR.1.6 CSRPOA Confidentiality Policy
Members occasionally request information from the CSRPOA regarding other members. The CSRPOA generally considers its information regarding individual members' personal data, assessment accounts, alleged rule violations, CSRPOA enforcement actions and similar matters between the CSRPOA and the individual member(s) are confidential. Other information may be subject to the CSRPOA's attorney client privilege or attorney work product protection.

Accordingly, the CSRPOA generally refuses to disclose such information to third parties including other Members, unless the disclosure is needed for the CSRPOA's purposes. Examples of disclosure for CSRPOA purposes include the CSRPOA's court filings and proceedings, lien recordation, Board, committee, or staff reviews, conduct of disciplinary hearings and judgment / assessment collection. Other disclosures may be required by law or by court order. Member cooperation and understanding of the CSRPOA's efforts to protect the privacy of CSRPOA information regarding members is appreciated.

SECTION II - GENERAL RULES
These General Rules have been established for the protection and consideration of members, member's family, guests and / or invitees. These rules are to be adhered to by all. Any violation of the rules may result in applicable fine(s).

GR.2.1 No Falsification or Forgery of Documents
Any person who forges or uses a CSRPOA issued document, which has been forged, fabricated, or altered from its original state of issuance may be subject to applicable fine. In addition, anyone who provides a document to the CSRPOA that has been forged, fabricated, or altered from its original state of issuance may also be subject to applicable fine.

GR.2.2 Restrictions for Use of CSRPOA Equipment
No individual is permitted to rent, borrow, or remove any piece of CSRPOA equipment without prior consent of the CSRPOA Board of Directors. CSRPOA recognized members may request use through the CSRPOA board of directors. Non-cooperating members may be fined plus held responsible for damages.

GR.2.3 No Malicious Mischief and Damage to property
Malicious mischief and Damage to property (vandalism, graffiti): Every person who: (1) defaces with paint or any other material, (2) damages or (3) destroys or impairs any CSRPOA property is in violation of this rule. The Member will be assessed for all damages and the cost for clean-up, including labor and materials.

GR.2.4 No Loitering
Any person who loiters about any CSRPOA property, including but not limited to buildings, parks, parking lots, restrooms, streets, and walkways or who re-enters any of the above, after being asked to leave by the Board of Directors or one of its directors, is in violation of this rule. As used in this rule "loiter" means to delay, to linger or to idle about any of the above places without legitimate business for being present.

GR.2.5 No Noxious and / or Offensive Conduct Allowed
Noxious and / or offensive conduct shall include, but not be limited to the following:

GR.2.5a Unreasonably Loud Noise - No loud noise will be allowed on the common area or emanating from any lot that unreasonably interferes with other residents' use of the common area or the quiet enjoyment of residents.

GR.2.5b - Noxious and / or offensive conduct by residents and/or their guests shall subject the Member to fines or other disciplinary action.

GR.2.5c - Quiet times will be from 10:00 p.m. to 7:00 a.m. Sunday through Thursday and from 11:00 p.m. to 7:00 a.m. Friday and Saturday. Friday and Saturday rules will apply on federally recognized holidays.

Nothing herein prohibits the Association from pursuing any other remedies authorized by law, including legal action, if the Board of Directors considers such action(s) appropriate.

PLEASE NOTE: Not every annoyance or disturbance by a neighbor constitutes a rule violation. People who live in communities must, of necessity, occasionally endure some inconvenience and annoyance from their neighbors. This rule is intended to prohibit substantial and unreasonable interference with quiet enjoyment.

GR.2.6 Recreational Vehicles and Trailers.
These are the requirements for recreational vehicles and trailers.

GR.2.6a No Recreational Vehicle, 5th Wheel, and Camping Trailer Parking/Storage on Streets - Recreational Vehicles, 5th Wheels, and Camping trailers may not park on Canyon Springs Resort streets for extended period of time. Any Recreational Vehicle, 5th Wheel, and Camping Trailer must be parked as near as possible to the owner's property. In the event that "pop outs" need to be temporarily extended the following conditions apply: Two (2) hour maximum. Owner must be present and actively loading or unloading. Recreational vehicles and trailers may be stored on individual property owner's property. They are not to be lived in. within CSRPOA subdivisions.

GR.2.6b **Storing Recreational Vehicle, 5th Wheel, and Camping Trailers –** All storage of recreational vehicles, 5th wheels, and camping trailers must be approved by the Canyon Springs Property Owners Association. When approved, recreational vehicle, 5th wheel, and camping trailer must be parked in the owners drive-way or along the sides or back of the property owner's residence behind the 30-foot setback and off all easements.

GR.2.6c **Living in Recreational Vehicle, Camping Trailers, and Structures Under 600 Square Feet –** Is prohibited. All Recreational vehicles, and travel trailers must be parked, and in a state of "storage". Any recreational vehicle or camping trailer connected to a water source or septic system is subject to fines.

ACTIVITIES (AD)

<u>NOTICE TO ALL MEMBERS</u>: Sections of this Property Owner's Manual include references to certain fees and/or costs that are required to be charged as approved by the Canyon Springs Resort Property Owners Association (CSRPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

SECTION I - INTRODUCTION

The Clubhouse rental chair schedules and organizes facility rentals and/or common area use for meetings, gatherings and parties reserved by Members within the CSRPOA and non-community members. All scheduling for use of CSRPOA facilities, equipment and meeting rooms shall be scheduled through the Event Coordinator.

The Event Coordinator oversees a variety of activities and functions that are organized to educate, entertain and/or enrich the community including special events, community programs and recreational events & classes. For additional information on activities and / or events, contact the Event Coordinator or go to the CSRPOA website.

Any questions regarding the policy for use and rental of clubhouse and grounds are to be referred to the Clubhouse rental chair.

SECTION II - POLICY FOR USE AND RENTAL OF RESERVABLE FACILITIES/COMMON AREA MEETING ROOMS (EXCLUDING CSRPOA FUNCTIONS)

This policy has been set forth by CSRPOA for the use and rental of facilities/common area meeting rooms (excluding CSRPOA Functions).

AD.2.1 Availability

Availability and scheduling will be on a first-come, first-served basis.

AD.2.2 Facility Rental Use Fee (Daily)

A facility rental use fee may be charged, as applicable.

AD.2.3 Rental Application / Deposit

A rental application and damage deposit may be required, as applicable. NOTE: Any deposit paid will be returned only on the condition that there is no additional clean-up required and/or no damages were caused as confirmed upon inspection by the CSRPOA.
Clubhouse chair: Deposit will be refunded by the treasurer upon a good return condition report from the Clubhouse rental chair.

AD.2.4 Decorations

Decorations may only be hung with an adhesive that does not "pull off" the paint. The CSRPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks, or any other material that may cause damage to the facility.

AD.2.5 Removal of CSRPOA Property Not Permitted

CSRPOA property (tables, chairs, etc.) may not be taken from the premises of the facility/room.

AD.2.6 Responsibility for Damages
The member or client is responsible for any loss and/or damage to equipment and/or property of the CSRPOA. Liability for damage to the premises will be charged accordingly. The Member/Group who rents the facility will be responsible for the reimbursement to the CSRPOA for the cost to repair any damage to the premises.

AD.2.7 Inspection and Control
The board of directors reserves the right to inspect and control any and all functions.

SECTION III - POLICY FOR BANNERS POSTED THROUGHOUT THE CANYON SPRINGS RESORT COMMUNITY
The Clubhouse rental chair must approve all common area banners and the following conditions will apply:

AD.3.1 Time Period
Banners may go up three (3) weeks prior to the event. NOTE: The Clubhouse rental chair will review requests for any exceptions to this policy.

AD.3.2 Removal
Banners must be removed the day following the event. NOTE: Any unapproved banners will be removed from the common area.

CLUBHOUSE (CH)

NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Springs Resort Property Owners Association (CSRPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

SECTION I - INTRODUCTION
The Clubhouse is a place to gather and meet up with family and friends to enjoy a great time.

The Clubhouse is also an excellent location for hosting events and functions such as:

- Anniversaries
- Baby Showers
- Birthday Parties
- Bridal Showers
- Retirement Parties
- Reunion Parties
- Wedding Receptions

For additional information about the clubhouse, please visit
www.canyonspringsresort.org/clubhouse

Any questions regarding the policy for use and rental of the Clubhouse facility are to be referred to the Clubhouse rental chair.

SECTION II - CLUBHOUSE RULES

These rules have been established for the Clubhouse by the CSRPOA. The rules are to be adhered to by all customers, members, and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of Management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from the Texas Alcoholic Beverage Commission (TABC) and therefore must be obeyed by law without exception.

CH.2.1 No Smoking Allowed Inside

Smoking is strictly prohibited inside the confines of the establishment.

CH.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in or around Clubhouse facility.

CH.2.3 No Alcoholic Beverages Allowed to Leave Premises

No alcoholic beverages will be permitted to leave the premises in an open container

CH.2.4 Responsibility for Damages

The Member, Guest and / or Customer is responsible for any loss and / or damage to equipment and / or property of the Clubhouse facility.

CH.2.5 Reporting Complaints

Any complaint(s) are to be made to the Board of directors' attention.

SECTION III - CLUBHOUSE PROCEDURE FOR USE OR RENTAL

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CSRPOA. For use or rental of the Clubhouse facility, the appropriate forms must be completed and signed by the member, client, or group representative.

CH.3.1 Clubhouse Reservation, Use and Rental Agreement Required

A Clubhouse Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Clubhouse. The agreement further stipulates that CSRPOA will not be responsible for loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost, or expense.

SECTION IV - CLUBHOUSE POLICY FOR USE OR RENTAL OF FACILITY

The following policy has been established by CSRPOA for use or rental of the Clubhouse facility.

CH.4.1 No Outside Alcoholic Beverages Allowed without CSRPOA Approval

No one may bring outside alcoholic beverages into the Clubhouse except as approved by the

CSRPOA.

CH.4.2 Requirements for Outside Rentals
Any outside rentals (including chairs, tables, or archways, etc.) must be arranged and paid for by the member or client to the proper company/organization prior to the event.

CH.4.3 Requirements for Use of Decorations
Decorations may only be hung with an adhesive that does not "pull off" the paint. The CSRPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks, or any other material that may cause damage to the facility.

CH.4.4 Requirements for Use of Candles

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

CH.4.5 Removal of CSRPOA Property Not Permitted
CSRPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Clubhouse.

CH.4.6 Responsibility for Damages
The member or client is responsible for any loss and/or damage to equipment and/or property of the CSRPOA.

CH.4.7 Local Noise Ordinance Requirement
Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 10:00 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners.

SWIMMING POOL (SP)

<u>NOTICE TO ALL MEMBERS</u>: Sections of this Property Owner's Manual include references to certain fees and/or costs that are required to be charged as approved by the Canyon Springs Resort Property Owners Association (CSRPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

SECTION I - INTRODUCTION
Use of the swimming pool is for the entire community. The swimming pool is located at the Clubhouse grounds. The facility includes:

- Dressing Areas
- Shade Areas
- Picnic Tables
- Restrooms

- Vending Machines

The pool is available for use from Memorial Day weekend to Labor Day weekend. During this time, pool hours are: 11 a.m. - 6 p.m. During the off season, the pool is closed (no exceptions).

According to Red Cross regulations, **thirty-five (35)** is the maximum number of swimmers that can be in our pool at one time. The Pool attendant will determine when the pool is at capacity and swimmers may have to wait before entering the pool.

Adult swim and water exercise programs may continue as long as weather permits.

For additional information about the swimming pool, go to the CSRPOA website.

SECTION II - POOL RULES

The pool rules have been established for the protection and safety of Members, Member's family, guests and/or invitees. These rules are to be adhered to by all. Violations of the pool rules may result in a fine and/or CSRPOA Board of Directors has the authority to write a citation or ask the person to leave.

SP.2.1 Valid CSRPOA Membership is Required

In order to enter the pool area, a valid Identification Card confirming residence must be presented.

SP.2.2 Members in Good Standing

Members must be "Members in Good Standing" to utilize the pool. No payments may be made to the pool attendants.

SP.2.3 Members Must Accompany and Stay with Guests

Members must accompany and stay with their guests.

SP.2.4 Pool Use Limited to Four (4) Guests Per Tract/Lot

No more than four (4) guests per tract/lot are allowed to use the pool at any one time. NOTE: Guests are defined as any individual(s) who are not listed on the CSRPOA account as a resident.

SP.2.5. Proper Supervision Required

Proper supervision is required. Weak, inexperienced, or non-swimmers must be accompanied by a responsible person who is of sufficient maturity, size, and swimming ability to assist the person in the event of distress or emergency. An Adult can supervise only two children at a time. Only infants and toddlers are allowed in the baby pool.

SP.2.5a DIRECT SUPERVISION Required for Children Ten (10) Years of Age or Younger

It is required that children ten (10) years of age or younger be under the DIRECT SUPERVISION of a responsible person of age at all times (no younger than the age of sixteen years of age). Toddlers and babies will not be allowed to wander around the deck or sit on the edge of the pool unless accompanied by an adult. All swimmers are encouraged to use the buddy

system. NOTE: A Driver's License, State, I.D., or other form of I.D. may be requested in order to determine age.

SP.2.5b Adult Supervision Required for Inexperienced Swimmers
Individuals who cannot swim twenty-five (25) yards unaided must be accompanied by an adult who is an experienced swimmer.

SP.2.5c Adult Supervision Required with Use of Swim Aids
Any individual using water wings, or any other type of flotation device must be accompanied by an adult who is an experienced swimmer.

SP.2.6 No Animals
No animals are allowed in the pool or the surrounding pool deck area. EXCEPTION: An exception will be made for any individual(s) who require the assistance of a "service animal."

SP.2.7 No Smoking
Smoking is not allowed in the pool area.

SP.2.8 No Alcoholic Beverages
Alcoholic beverages are not permitted in the pool deck area.

SP.2.9 No Glass Containers or Objects
No glass containers or objects allowed in pool area.

SP.2.10 No Bicycles
Bicycles are not permitted at the pool area.

SP.2.11 No Skateboards
No skateboard riding allowed at the pool area.

SP.2.12 No Scooters
No scooters are permitted at the pool area.

SP.2.13 Obey Pool Attendants
Members and their guests must obey Pool Attendants at all times. The Pool Attendant is authorized to remove swimmers who are behaving in an unacceptable manner. At his or her discretion, the pole attendant may call for a 10-minute break; All swimmers will be asked to exit the pool.

SP.2.14 No Unsafe Behavior and/or Activity
No running, pushing, or throwing allowed. No horseplay allowed such as shoulder games, launching persons, etc. The Pool Attendant is authorized to remove swimmers who are behaving in an unacceptable manner.

SECTION III - POLICY FOR USE OF THE POOL
Policy has been established for the safety and enjoyment of all when using the pool.

SP.3.1 Proper Swimwear Required
Proper swimwear must be worn. No cut-offs. Garment must be designed as swimwear.

SP.3.2 Proper Waterproof Swim Pants or Briefs Required for Babies, Toddlers, or Incontinent Adults

All babies, toddlers and incontinent adults must wear proper waterproof swim pants or briefs in the pool. The swim pants or briefs cannot disintegrate in the pool and must have waterproof containment to ensure leak-proof protection.

SP.3.3 Safeguard for Crowded Days

No flotation devices, balls, boards, etc. on crowded days (at Pool Attendants' discretion). All toys must be approved by the Pool Attendant on duty.

SP.3.4 Notification Required for Injury, Accident or Emergency

Notify pool attendants immediately in the event of any incident, accident, or emergency.

SP.3.5 No Lifeguard on Duty

Members and/or guests use the Clubhouse pool at their own risk. NO LIFEGUARD ON DUTY.

SECTION IV – FAILURE TO COMPLY WITH RULES

SP.4.1 Disciplinary Actions

FAILURE TO COMPLY WITH THESE RULES AFTER TWO WARNINGS WILL RESULT IN THE FOLLOWING:

SP.4.1a First Offense

The person(s) will be asked to leave the pool and the area for the remainder of the day.

SP.4.1b Second Offense

The person(s) will be restricted from the pool and the area for a period of one week.

SP.4.1c

The person(s) will be restricted from the pool and pool area until the problem is resolved through the Board of Directors

SP.4.1d

Violation and/or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Springs Resort Property Owner's Association (CSRPOA).

ARCHITECTURAL/PLANNING & COMPLIANCE (PC)

<u>NOTICE TO ALL MEMBERS:</u> Sections of this Property Owner's Manual include CC&R's, rules and regulations, policy and procedure, laws and/or guidelines. Violation and/or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Springs Resort Property Owner's Association (CSRPOA). For additional information, refer to the Schedule of Fees and Fines.

SECTION I - INTRODUCTION

The Architectural Guidelines consist of Covenants, Conditions and Restrictions (CC&Rs), Rules, and Procedures. CC&Rs were established with the development of the Tracts. Rules were established by the Board of Directors with input from the Members and the Legal Team. Procedures were developed by the Architectural Control Committee (ACC) and committee to assist the Members in complying with the CC&Rs and Rules.

PC.1.1 Architectural Control Committee

The CC&Rs recorded against the tracts in the development establish a three (3) person Architectural Control Committee (herein called the Committee), the members of which are appointed by the Board of Directors. The Committee is assigned broad powers and responsibilities to review the aesthetic character of proposed improvements, modifications, and alterations. Setbacks, location, elevation, design, landscaping materials and color are all within the purview of the Committee. The architectural design of each building should be in keeping with surrounding structures and consistent in style to maintain and enhance Canyon Springs Resort as a desirable place to live. The Committee makes decisions based on the CC&Rs, Rules, and aesthetics for the purpose of enhancing and protecting the value, desirability and attractiveness of the property described in the Tract and of the Subdivision as a whole.

The CC&Rs provide that no improvement may be installed, placed, or moved on a lot, or altered or modified, without the written approval of the Committee. A permit is required for any project on the property except landscape and remodeling of the internal approved habitable structure. Architectural approval application forms can be downloaded online at the CSRPOA website. Completed application forms and application fees, if required, must be submitted to the Architectural/Planning and Compliance Department. Upon submission, the application will be scheduled for review by the Committee. Applicants may attend the Committee's meeting. Following the Committee's review and decision, the applicant will be emailed or mailed a written decision.

PC.1.2 Starting A Project Prior to Approval

Approval of all applications must be granted prior to the commencement of the work.

PC.1.3 Committee Review/Approval Process

The Committee will consider the following criteria when deciding whether to approve or deny an application:

- Are the proposed improvements in accordance with the provisions of the tract declaration (and, by implication, the Association's rules, and regulations)?
- Is the application complete?
- Is approval of the application being granted prior to the commencement of work; and
- Will the proposed improvements be contrary to the interests, welfare, or rights of the other property owners?

PC.1.4 Responsibility

The Association and the Committee are not responsible for, and, pursuant to the CC&Rs, are not liable for, any damage or loss suffered or claimed on account of: defects in plans; the approval or disapproval of any plans, drawings, or specifications; the construction or performance of any work, whether or not pursuant to approved plans; or the execution and filing of any stop work order. The restrictions and guidelines described in the Architectural Guidelines are in addition to

those set forth in the CC&Rs. Every owner should review the CC&Rs for their Unit & Tract to make sure they are familiar with the restrictions contained therein.

PC.1.5 Owner Responsibility for Building Code Compliance
The Committee does not review applications for or base its decisions on compliance with building codes. Association approval does not relieve owners of any duties to obtain city permits nor does Association approval reflect compliance with any public agency requirement.

PC.1.6 Fines Imposed (informational only)
The Planning and Compliance Committee (P&CC) will impose fines following the Schedule of Fines published herein after the Discipline Hearing for non-compliance of the Rules and Regulation. All fines levied can be appealed to the P&CC, the ACC, or eventually to the Board as outlined in PC.6.10a-b.

SECTION II – SPECIFIC PROVISIONS AND RESTRICTIONS

PC.2.1 Burning
No outside burning of trash or garbage shall be permitted during a BURN BAN. In addition to potential fines, member shall be responsible for cost of clean-up. CSRPOA has adopted the Texas Commission on Environmental Quality Title 30 Texas Administrative Code #111.219 for General Requirements for Allowable Outdoor Burning. Outdoor burning which is otherwise authorized shall also be subject to the following requirements:

PC.2.1a Prior to prescribed or controlled burning for forest management purposes, the Texas Forest Service shall be notified.

PC.2.1b Burning must be outside the corporate limits of a city or town except where the incorporated city or town has enacted ordinances which permit burning consistent with the Texas Clean Air Act, Subchapter E, and Authority of Local Governments.

PC.2.1c Burning shall be commenced and conducted only when wind direction and other meteorological conditions are such that smoke and other pollutants will not cause adverse effects to any public road, landing strip, navigable water, or off-site structure containing sensitive receptor(s).

PC.2.1d If at any time the burning causes or may tend to cause smoke to blow onto or across a road or highway, it is the responsibility of the person initiating the burn to post flag-persons on affected roads.

PC.2.1e Burning must be conducted downwind of or at least 300 feet (90 meters) from any structure containing sensitive receptors located on adjacent properties unless prior written approval is obtained from the adjacent occupant with possessory control.

PC.2.1f Burning shall be conducted in compliance with the following meteorological and timing considerations:

PC2.1f.1 The initiation of burning shall commence no earlier than one hour after sunrise. Burning shall be completed on the same day not later than one hour before sunset, and shall be

attended by a responsible party at all times during the active burn phase when fire is progressing, In cases where residual fires and/or smoldering objects continue to emit smoke after this time, such areas shall be extinguished if the smoke from these areas has the potential to create a nuisance or traffic hazard condition. In no case shall the extent of the burn area be allowed to increase after this time.

PC.2.1f.2 Burning shall not be commenced when surface wind speed is predicted to be less than six miles per hour (mph) (five knots) or greater than 23 mph (20 knots) during the burn period.

PC.2.1f.3 Burning shall not be conducted during periods of actual or predicted persistent lowlevel atmospheric temperature inversions.

PC.2.1g Electrical insulation, treated lumber, plastics, non-wood construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber must not be burned.

PC.2.2 Trash containers must be stored out of sight from the street, and lake. Placement of trash containers for pickup at the curb shall not be earlier than noon of the day before regular pickup time. Trash containers must be removed from the street by the end of the pick-up day.

PC.2.3 All lots and the improvements thereon shall be maintained in a neat and attractive condition. All miscellaneous items shall be stored out of view from the street, and lake or neighboring properties. Examples, bags of trash or garbage, items for recycling or need to be taken to the dump, vehicle parts, and construction supplies when no permit has been issued, etc.

SECTION III - REGULATIONS FOR CONSTRUCTION

PC.3.1 Size of Residences

The CC&R's impose minimum size limits for residences. Review the CC&Rs recorded against your tract and lot for the specific requirements.

No lot shall be used except for residential purposes. No structures shall be erected, placed, or permitted to remain on any lot other than one (1) detached, single family residence dwelling and such outbuildings as are usually accessory to a single-family residence dwelling including a private garage or other similar structure approved as herein provided.

PC.3.2 Accessory Structures

Upon application to and receipt of Committee approval, a separate storage building or permanent shade structure may be installed on a lot, but it shall conform to all provisions of the restrictive declarations.

SECTION IV - APPLICATION PROCESS

PC.4.1 Application Form
Applications for architectural approval for all improvements must be submitted to the Committee using the Association's architectural application form. Forms are available on-line.

PC.4.2 Submittal Requirements

PC.4.2a Signature of Owner or Agent of Record
Every application must be signed by a record owner of the property or an authorized agent.

PC.4.2b Application Fees and Deposits/Bond
Information on application fees and deposit requirements and the cost is available at on the 'Fees & Fines Schedule'. An application will not be deemed submitted unless and until all required application fees, if any, are received.

PC.4.2c Detail of Improvements/Modifications for which Approval is Sought The application form contains a section for the applicant to list the improvements or modifications for which architectural approval is sought. Sufficient detail of the project shall be provided so an independent third party can understand the proposed project. This section must be completed. **The Committee's approval of any application shall not, under any circumstances, be deemed to extend to improvements or modifications not specifically listed and described in this section.**

PC.4.2d
Copies of Plans - Two (2) copies of the plans for the proposed improvement(s) shall be submitted with the application form. After approval, one (1) copy will be returned to the Member and one (1) copy will be maintained by the Committee/Association for its permanent files.

PC.4.2e Additional Requirements for Fences, Walls, or Other Improvements on or Adjacent to Neighboring Property Line
The Member submitting the application shall submit a survey of the property line(s) prepared by a Texas licensed professional land surveyor or a Texas licensed civil engineer and obtain a signed agreement from the adjoining property owner approving the placement of the improvement. This agreement/document must be notarized by the owners and thereafter recorded with the Comal County Recorder's Office.

PC.4.3 Plan Requirements
The plans must include a plot plan and specific information about the proposed improvement(s).

PC.4.3a Contents of Plans
All existing and proposed structures, including fences, decks, patios, driveways, walks, walls, retaining walls, etc., shall be shown on the submitted plans. The plans must also be accurate and to scale, show locations of setbacks and include dimensions of the proposed improvement(s) and distances from the proposed improvement(s) to existing improvements, setbacks, and property lines.

PC.4.3b Plan Specifications

The plans must include information on the improvements/modifications for which approval is sought, including, but not limited to, s*ize, height, dimensions, proposed color and, where appropriate, roof material.* The plans must clearly depict any proposed grade change and color change.

PC.4.4 Additional Requirements for New Homes

PC.4.4a Topography Maps

Topography maps prepared and signed/stamped by a registered civil engineer or licensed surveyor shall be included as part of all plans. The following data must be included on the map:

- All corners, lot dimensions and easements on lot.
- All street improvements, (e.g., curbs, utility boxes, catch basins).
- Topography to extend to retaining walls and fences of adjacent properties.
- All plans shall be scaled and show scale used.

PC.4.4b Profile Plan

As required by the CC&R's A profile plan is required of the lot from curb to rear lot line with the house shown to allow the Committee to see and evaluate the elevation relationship between the curb, all floors, and highest elevation of the roof. Profile must show accurate elevations for each floor and the ridge height in feet above msl. Earthwork must be shown on the plans as well as existing and finish contours, retaining walls and slopes. Where practical, all drainage shall be directed to the adjacent street.

PC.4.4c Square Footage

Plans must be dimensioned and to scale as well as including the proposed square footage of living and garage areas.

PC.4.5 Permit

The Architectural/Planning and Compliance Committee will issue a permit as part of the Committee's approval. If a permitted project has not commenced within a six-month period, and no extensions have been granted after six (6) months, the Committee may revoke the permit.

PC.4.6 Encroachments

Committee approval of an application for installation/alteration of an improvement shall not be deemed approval for encroachment onto adjacent lots.

PC.4.7 Viewing of Application and Plans

Application forms and accompanying plans submitted to the Committee are available for review, at a reasonable time and place, by Association Members for up to thirty (30) days after submittal upon the Associations receipt of a written request for same.

SECTION V - CONSTRUCTION

PC.5.1 Time Limits

Construction/modification of any building, dwelling, or other major improvement shall be completed six (6) months after the beginning of such construction or modification, except that the Committee may require completion within a shorter time frame as a condition of approval of an

application. Other permits are given a specific time limit for the project to be completed, usually less than six (6) months. Projects should be completed in a timely manner. If a Member is unable to meet the completion date given by the Architectural/Planning and Compliance Committee, an extension may be requested from the Committee. An Extension Request Form is available, or an email may be sent directly to the Architectural Planning and Compliance Committee. State justification for the extension and list what has been completed and what is left to be accomplished. Please keep the information short and to the point. Also, state the amount of time you are requesting.

PC.5.2 Forms and Footing Inspections
The Association's written approval of the location of the concrete forms must be issued before any concrete can be poured. The Architectural/Planning and Compliance Committee must be called, and an inspection scheduled after footings have been dug and forms positioned (but before concrete is poured). For purposes of conducting the inspection, the owner must have the property lines strung. Please allow at least forty-eight (48) hours' notice, although more time may be needed depending upon volunteer's workload.

PC.5.3 During Construction

PC.5.3a Concrete Delivery Trucks
The property owner is responsible for the actions of concrete trucks delivering concrete to their property, including but not limited to concrete spills, discoloration of streets and the driver's clean up procedures following pour operations.

PC.5.3b Storage/Job Site Conditions
All materials, tools, supplies, equipment, landscape debris, etc., shall be confined to the building site off of the 5ft setback and may not be stored on the street. All building materials must be neatly stacked to maintain a clean site. Bottles, cans, and debris must be contained and regularly removed from the site. The job site must be kept clean. Streets, gutters, and curb area must be kept clean and free of debris and dirt. Street spills must be promptly cleaned up.

PC.5.3c Temporary Living Quarters
No temporary living quarters of any description, including a mobile home, house or travel trailer, camper unit or tent shall be placed, maintained, or occupied on any lot.

PC.5.3d Dust
Dust shall be controlled during excavation and construction.

PC.5.3e Portable Toilets
Portable toilets used during construction must be maintained regularly, kept at least twenty (20) feet from the water's edge and storm drains, may not be stored on the street, and must be securely anchored to the ground.

PC.5.3f Temporary Structures
No temporary structure or other outbuilding shall be placed or erected on any lot, provided however, that the Committee may grant permission for any such temporary structure for storage of materials during construction. No such temporary structure shall be used at any time as a dwelling place.

PC.5.3g Working Hours
The property owner shall control contractor and employee work hours. The following work hour limits apply not only to contractors, but to property owners and/or residents as well.

- Year Round: 7 a.m. to 6 p.m.

PC.5.3h Holidays
There will be no work on Holidays. Work described in this section is limited to construction work at construction sites, as well as improvements requiring permits, and any construction which furthers the completion of the project, including clean-up work. Association Holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

PC.5.3i Signs
During construction, only two (2) signs may be displayed: the general contractor's sign (if any) and a "For Sale" sign. The general contractor's sign must be removed upon completion of construction.

PC.5.4 Contractor and Property Owner Responsibility
Contractors, sub-contractors, equipment operators and their employees are the responsibility of the property owner employing them. The property owner (including owner-builders) shall ensure all construction personnel are familiar with and obey the rules governing their activities at Canyon Springs Resort.

PC.5.4a Contractor Conduct - The property owner is responsible for ensuring the proper conduct of their contractors, and the contractor's employees, sub-contractors, and material suppliers. The property owner shall ensure that the job site conditions (for example, radio volume or offensive language) and activities of the contractor and all persons working at or delivering supplies to the job site do not constitute an unreasonable annoyance or nuisance to other property owners. While the Association reserves the right to take enforcement action against contractors for violation of these rules, the property owner is, in all instances, ultimately responsible for ensuring compliance and is subject to direct enforcement action for violations by contractors or any other third parties.

PC.5.5 Occupancy Permits
No residence shall be occupied unless and until an occupancy permit is issued by Comal County. The member shall furnish a copy of the occupancy permit to the Architectural/Planning and Compliance department.

PC.5.6 Failure to Obtain a Permit
Members who fail to obtain a permit and start or complete a project that violates these rules & regulations shall be subject to a fine and/or removal of the project depending on the violation.

PC.5.7 Failure to Build According to Plans
Members who fail to build a project according to the approved permitted plan shall be subject to a fine and/or removal of the whole or partial project depending on the violation.

SHORT TERM RENTALS (SS)

<u>NOTICE TO ALL MEMBERS:</u> Sections of this Property Owner's Manual include CC&R's, rules and regulations, policy and procedure, laws and/or guidelines. Violation and/or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Springs Resort Property Owner's Association (CSRPOA). For additional information, refer to the Schedule of Fees and Fines.

SECTION I –SHORT TERM RENTALS (DEFINITION & RULES)

SS.1.1 Short Term Rentals

Canyon Springs Resort is a privately owned property development for members only. Only members are authorized to rent out their privately owned resident. Corporations or Limited Liability company are not authorized to perchance or develop residential lots for business purposes.
Short term rentals are one- or two-family dwellings that are rented for overnight lodging for less than 30 days at a time. Hotels, motels, bed and breakfasts, resort properties, apartment unit rentals, or dwellings that are rented for a period longer than 30 days are not considered short-term rentals. Permits and annual life safety inspections may be required for all short-term rental units within Comal County.

SECTION II – WHAT IS THE W.O.R.D. DISTRICT?

SS.2.1 The W.O.R.D District

W.O.R.D. was created by the Texas Legislature in 1987 to collect fees from people that visit the area. The district includes most of the unincorporated portions of Comal County including 30+ miles of the Guadalupe River and Canyon Lake.

The purpose of W.O.R.D. is to improve the environment and welfare of the district by conserving natural resources, improving public health, promoting water safety, and operating public parks located in the district.

To carry out the mandate, W.O.R.D. issues permits to water-related businesses allowing them to collect user fees from customers visiting the district.

The majority of the collected fees are expended on services such as:

- Regular clean-up efforts along the river, lake, and popular roadways.
- Law enforcement and emergency medical services.
- Contributions to local projects and organizations to promote and improve the district.
- Community education and outreach programs to promote safe and responsible water recreation.
- Public health and sanitation to include dumpsters and portable toilets for public use.

SS.2.2 Right to Revoke Permit(s)

W.O.R.D. retains the right to revoke any permit per chapter 100.5(i) (1-4) of the POLICIES, RULES, REGULATIONS AND PROCEDURES of the Comal County WORD District.

SS.2.2a Penalty

Failure to comply with the requirement to maintain accurate records or to permit inspection and auditing of records may subject a permit holder to penalties described under §324.066 Local Government Code (Class C misdemeanor) and revocation of permit to operate under §324.099 Local Government Code.

SS.2.3 Lodging Requirements

Per SECTION 100.8 (6) of the POLICIES, RULES, REGULATIONS AND PROCEDURES of the Comal County WORD District:

a. Lodging businesses (Including vacation rentals, timeshares, etc.):

i. All lodging rentals must include their W.O.R.D. Permit Number (Example: WP# L1234) on all online advertisements under the "Contact" or "Taxes" sections. If neither of these sections exist, the number shall be displayed in a prominent location on the advertisement.

ii. All businesses reporting more than two lodging outlets (Separate properties) must attach W.O.R.D. Form 004 to the tax return detailing taxable revenues and tax amounts due for each individual property or outlet.

iii. All businesses operating multiple outlets (Example: Property Management companies) are required to fill out Form 005 and submit it to W.O.R.D. whenever a property is added or removed from their management or ownership. If using the online payment system, businesses may simply enter multiple outlets and the form is not required. The online payment system will also have the ability to add/remove properties electronically. For third party companies that provide detailed revenue and tax information on tax returns and remit taxes on behalf of the property owner, the host property will not be required to obtain a permit.

b. Lodging – Third Party websites (TPW):

i. Companies that operate websites which offer short term taxable lodging stays on behalf of the individual homeowners AND collect the monies due as the result of a rental on behalf of the homeowner shall obtain a W.O.R.D. permit and collect and remit W.O.R.D. tax on lodging

ii. In this case, homeowners shall be required to maintain their own W.O.R.D. permit. Quarterly reporting is still required, with the individual remitting lodging amount totals by outlet (TPW) and remitting tax on any amounts not funneled through a TPW with a W.O.R.D. permit. The homeowners/individual W.O.R.D. permit holders must remit the summary page provided by the TPW(s) as backup for those amounts. This shall be submitted with form 006, listing each TPW used by the permit holder as well as revenue received from other means.

iii. The individual homeowner/permit holder shall be responsible for remittance of any taxes for taxable categories besides lodging (e.g., river equipment rentals, camping, etc.)

iv. A TPW can be excepted from the requirement for a W.O.R.D. permit if they enforce that all home

SECTION III – CSRPOA CC&R's SHORT-TERM RENTALS

SS.3.1 CSRPOA CC&R's Short-Term Residential use ONLY Language

SS.3.1a
As pertaining to UNITS I, II, III, III-A, IV, and V of the DEED RESTRICTIONS, CANYON SPRINGS RESORT is a privately owned property developed for MEMBERS only. Only members may own property and enjoy privileges there-of. Members are subject to approval by the Seller of his successors and assigns.

SS.3.1b
As pertaining to UNITS I, II, III, III-A, IV, and V of the DEED RESTRICTIONS, all tracts, parcels, lots, and any re-subdivisions thereof, shall be used EXCLUSIVELY for residential purposes except those designated for commercial and/or business usage. The nature and purpose of business usage shall first be approved in writing by Seller, his assigns, or designees. (Canyon Springs Resort Property Owners Association)

All short-term rentals, doing business within Canyon Springs Resort and the W.O.R.D. District, whether located within the district or not must obtain a Revenue (Tax) Permit from the Water Oriented Recreation District. Short Term Rentals must keep and maintain all record and furnish all documents during an inspection or audit.

SS.3.1a All short-term rentals, doing business within Canyon Springs Resort must provide a copy of W.O.R.D. Permit to the Canyon Springs Resort Board of Directors

Any one- or two-family dwelling advertised as a short-term rental on home sharing websites such as Airbnb, VRBO, HomeAway, etc. must be permitted through the Canyon Springs Resort Board of Directors before the advertisement is posted.

FEE & FINE SCHEDULES

NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include CC&Rs, rules and regulations, policy and procedure, laws and/or guidelines. Violation and/or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Springs Resort Property Owners Association (CSRPOA). Applicable fine(s) are herewith provided.

The purpose of fines is not to earn revenue for the Association, but to compel compliance. The fine amounts set forth are the amounts generally considered for the described violation. In every instance, the Association reserves the right to impose a fine of a different amount as may be appropriate under the circumstances. Fines are not the Association's exclusive remedy for violations. The Association reserves the right, in all cases, to pursue other remedies/enforcement procedures in addition to and/or in lieu of imposition of fines.

FEE SCHEDULE

Fee Name	Fee Amount
Yearly Assessment Fee:	$18.00 Per Year
Late Payment Fee:	$30.00 Per Year
Club House Rental: Member in Good Standing	$100.00 Per Day $100.00 One Time Deposit ❖
Club House Rental: Non-Member	$200.00 Per Day $200.00 One Time Deposit ❖
Club House Trash Removal	$75.00
Resale Certificate Package (Breakdown) (Cite: Property Code 207.003(b))	$375.00
Resale Certificate	$275.00
Title Transfer	$75.00
Insurance Document	$25.00
Returned Check Fee	$35.00

❖ Deposits are refundable if no damage or clean up after rental is required

**A certified letter must be sent to the member advising the non-compliance with the deed restrictions and the member will be given a chance to remedy the non-compliance. If not in compliance after two weeks, a second certified letter will be sent advising that a hearing before the Board will be conducted. If a remedy is still not completed, the fee will be charged to the members account weekly.

FINE SCHEDULE

All 1st time violations are subject to a one-time warning at the CSRPOA board of directors' discretion

GENERAL RULES & REGULATIONS		
Section No.	**Abbreviated Violation**	**Fine Amount**
GR.2	Any Violation of the Rules with No Specified Fine	$50.00 per offense
GR.2	Threats to Damage Personal Property	$50.00 per offense
GR.2.1	Falsification or Forgery of Documents	$500.00 per offense
GR.2.3	Malicious Mischief (Vandalism, Graffiti) on CSRPOA property	$500.00 per offense + Cost of Repairs
GR.2	Damage to CSRPOA Property (Unintentional/Accidental)	$500.00 + Cost of Repair per occurrence
GR.2.	No Noxious or Offensive Conduct Allowed (Noise)	$50.00 offense
GR.2.6	Restrictions for Campers and Trailers	$50.00 per week per violation
ACTIVITIES RULES		
Section No.	**Abbreviated Violation**	**Fine Amount**
AD.2.5	Removal of CSRPOA Property	$100.00, Plus Cost of Property Removed
CLUBHOUSE RULES		
Section No.	**Abbreviated Violation**	**Fine Amount**

PLANNING & COMPLIANCE/ARCHITECTURAL GUIDELINES Section No.	Abbreviated Violation	Fine Amount
PC.1.2	Committee Review / Approval Process	$25.00
PC.2.1	Commercial Use of a Residential Lot	$100.00, Per Week
PC.3.2	Accessory Structures	$105.00, Per Week
PC.4.5	Failure to Obtain Permit	$50.00, Per week per violation
PC.4.6	Encroachments	$50.00, Per week per violation
PC.5.1	Time Limits	$50.00, Per Month per violation
PC.5.2	Forms and Footing Inspections	$105.00 per violation One Time Fine with Stop Work Order
PC.5.3a	Concrete Delivery Trucks	$105.00 per violation One Time Fine Plus Cost of Clean-Up
PC.5.3b	Storage / Job Site Conditions	$100.00, Per Day per violation
PC.5.3c	Temporary Living Quarters	$100.00, Per Day per violation
PC.5.3e	Portable Toilets	1st Offense - $50.00 2nd Offense -$200.00 with Stop Work Order

PC.5.3f	Temporary Structures	$100.00 Per Week per violation
PC.5.3g	Working Hours	1st Offense - $50.00 2nd Offense -$100.00 with Stop Work Order
PC.5.3i	Signs	$25.00, Per Day per violation
PC.5.4a	Contractor Conduct	$100.00, Per Occurrence per violation
PC.5.5	Occupancy Permits	$100.00, Per Day per violation
PC.5.6	Failure to Obtain Permit	1st Offense - $50.00 2nd Offense - $1,50.00 3rd Offense - $200.00
PC.5.7	Failure to Build According to Plans	1st Offense - $100.00 2nd Offense - $500.00 3rd Offense - $1,000.00
SHORT-TERM RENTALS		
Section No.	**Abbreviated Violation**	**Fine Amount**
SS.3.1	Failure to register short-term rental with CSRPOA or WORD	1st Offense - $100.00 2nd Offense - $500.00 3rd Offense - $1,000.00