

**RESOLUTION OF THE CHATEAU CHAPARRAL OWNERS ASSOCIATION
REGARDING POLICY AND PROCEDURE
FOR TOOL – EQUIPMENT & MAINTERNANCE SHOP USE
AS ADOPTED November 4, 2017**

All tools and equipment are available for the use of any lot owner subject to the following requirements:

Waivers

1. To use of any of the association's tools, equipment or maintenance facilities the lot owner will be required to sign a liability waiver.
2. Once signed, this waiver will be deemed to be in effect until it is revoked for cause or the lot owner requests that it be removed. Signed waiver will be kept in the lot owners file.
3. Waivers, and their accompanying privileges, may be revoked by the Board of Managers in the event of repeated safety violations or abuse/misuse of tools, equipment or maintenance facilities.

Use of Shop

1. Lot owners may use the maintenance shop for personal projects such as vehicle service/repairs, woodworking projects, welding, etc.
2. All hand tools, portable power tools, power saws, welder, etc. are available for use.
3. No projects are to be left overnight without the express permission of a board member.
4. Shop time should be scheduled in advance in the office when possible; unscheduled use of the shop will be on a first-come first-served basis and shall not infringe on previously scheduled shop time.
5. Keys for the maintenance shop can be checked out at the office.
6. Lot owners are expected to clean the shop and any equipment used at the completion of their project; failure to do so may result in denial of future requests to use the maintenance shop.
7. Lot owners wishing to use the shop and associated equipment will need to sign a liability waiver.

Use of Tools and Grounds Maintenance Equipment

1. Tools and equipment that will be removed from the maintenance shop will need to be signed out/signed in; sign out sheets will be available in the shop and at the office.
2. Use of any ladders, power tools or grounds maintenance equipment will require that the lot owner to have a signed liability waiver form on file.
3. Use of grounds maintenance equipment should be scheduled in advance at the office.

Use of Pickup Truck, Tractor and Backhoe

1. To use this equipment the lot owner must have a signed liability waiver form on file.
2. Use of this equipment should be scheduled at the office.
3. Keys must be signed-out at the office.
4. Lot owners must be certified to use the backhoe and the tractor. To become certified speak with the office to schedule an appointment for certification – lot owners will be certified by representatives approved by the Board of Managers.
5. Although all lot owners may use the pickup within the confines of the park to use the pickup on the public roads lot owners must be approved by our insurance carrier. For said approval you must provide a copy of your drivers' license to the office. It will subsequently be submitted to the insurance carrier for review/approval. Once we receive approval from the insurance carrier you will be notified. Be advised that this approval process can be lengthy.

PRESIDENT'S OR VICE PRESIDENT'S CERTIFICATION: The undersigned, being the President, or in his/her absence, the Vice President of the Chateau Chaparral Owners Association, a Colorado non-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Managers of the Association, at a duly called and held meeting of the Board of Managers on November 4th, 2017 and in witness thereof, the undersigned has subscribed his/her name.

CHATEAU CHAPARRAL OWNERS ASSOCIATION,
A Colorado non-profit corporation

By: _____
Its' President or Vice President