



# RIVERLAKES RANCH MASTER ASSOCIATION

Guide to Policies, Forms, and More

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## A Message from the Association President

I would like to welcome you on behalf of the Riverlakes Ranch Master Association, a master planned community located in the developing northwest area of Bakersfield. It is one of our city's most unique places to raise your family. With the many amenities and outstanding school districts, I am sure that we will continue to be a very desirable community. Located near a variety of shopping centers and restaurants, Riverlakes Ranch surrounds a private 17-acre lake that is maintained for the exclusive use of the 1,321 homeowners. Lake activities available to homeowners range from fishing for a variety of fish, such as Largemouth bass, crappie, and catfish, to sailing, kayaking, pedal boating, and electric boating, with a private boat ramp available as well. A walking path meanders along the lake with many grassy areas welcoming you to sit back, relax, and take in the view. Our private clubhouse is located across from The Links at Riverlakes Ranch Golf Course. Situated adjacent to our lake, the private Beachclub boasts many appealing amenities and is only accessible by homeowner pool pass cards. Upon entering you will find a large beach entry swimming pool, and a smaller pool next to the adult-only spa. For the children, there is an 18-inch deep wading pool, a children's spa, and a separate fenced playground. The clubhouse is available for homeowner use to plan private events. Five covered picnic/BBQ areas are spaced around the resort-esque setting of the Riverlakes Ranch Private Beachclub. The Riverlakes Ranch Master Association Board of Directors has monthly meetings and welcomes input and feedback from our fellow homeowners. Working together, we can ensure our northwest oasis remains a place we are all proud to call home.

Sincerely,

**Don Billiard**

President

Board of Directors

Riverlakes Ranch Master Association

## ABOUT THE ASSOCIATION

Riverlakes Ranch is a year round lake community located in the north western portion of the City of Bakersfield. We are a master planned community built around a 17 acre lake. The lake offers wonderful opportunities for fishing and boating. Our facilities offer a private clubhouse, 3 pools, 2 Jacuzzis, 5 pocket parks and beautiful walking paths to stroll among the neighborhood and open spaces.

Abundant entertainment and dining choices await the Riverlakes Ranch resident. There is a variety of restaurants, providing gourmet and ethnic cuisine and charming ambiance, regional theaters, and movie theaters throughout the Bakersfield area. The community is centrally located to schools, shopping, business centers and recreational amenities.

*Riverlakes Ranch is a community where you can create your own family dreams.*

# POLICIES

## POOL, SPA, AND LAKE POLICIES

Recreation Areas Include the pools, picnic armadas, children's play area, clubhouse, lake, and grass areas adjacent to the lake and walkways.

In order to keep the pools, spas and lake enjoyable and safe for all, please observe the following Policies and Guidelines:

NO ALCOHOL ALLOWED.

NO GLASS ALLOWED.

NO SWIMMING IN THE LAKE.

NO SMOKING IN BEACH CLUB COMMON AREAS.

"Fins, hard ball, or flotation devices other than life preservers are not permitted in the pools." In order to keep the pools/spas enjoyable and safe for all, the guidelines for acceptable toys will be as follows:

- Soft balls and blow-up toys, but no rafts
- Diving rings and similar diving toys
- Masks, goggles and snorkels
- Any equipment normally used for lap swimming within lane lines

It is important to remember that it is the final judgment of the pool/spa/lake monitor and/or Board of Directors as to what creates an unsafe situation. For instance, the pool may become too crowded for the safe use of diving rings, or an approved flotation device may not fit properly and be judged unsafe.

### **A. POOLS/SPAS**

The Pool/Spa are Designated Facility

1. Swimming in the pools is limited to specific hours, which are posted at the entrance. Hours are subject to change without notice. Swimming is at one's own risk.
2. Pursuant to California State Law, children under the age of fourteen (14) years must be accompanied, while in the Designated Facilities, by a responsible person, who shall not be younger than eighteen (18) years.
3. All swimmers must shower prior to entering the pool/spa.
4. Persons having skin lesions, sores, inflamed eyes, mouth, nose or ear discharges, or who are carriers of any communicable disease, shall not use the pool/spa.

5. Infants must wear diapers and waterproof rubber pants, with elastic at the waist and legs, when in the water.
6. Proper swimwear is required. NO street clothing, including cut-offs, will be permitted.
7. Hairpins and metal clips are not allowed.
8. Food is not permitted in the water. Waterfowl should never be encouraged by feeding. These birds add unwanted nutrients to the water that are damaging to the water quality.
9. Diving is not allowed.
10. Running is not allowed in the pool, or on the paved areas. Horseplay or unruly conduct is not permitted.
11. Except for Seeing Eye and/or hearing assisted dogs, animals are *NOT ALLOWED* in Designated Facilities, unless in conjunction with a Sponsored Activity where pets are permitted.
12. **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION** furniture and property must not be removed from the RiverLakes Beach Club area nor shall it be placed in the water.
13. Management reserves the right to limit the use of lounge chairs on seasonal high usage days.
14. Changing of diapers in public area is not permitted.
15. Portable Barbecues are not permitted at any Recreational or Designated Facility.
16. Throwing trash, rubbish, debris, cigarette butts or any foreign objects into the pool/spa is prohibited. Cigarettes refuse must be placed in proper receptacle. Cigarettes are not to be disposed of in any sand area. You are responsible for keeping your area clean. "If you make a mess, clean it up!"
17. Smoking is *PROHIBITED* in Beach Club common areas.
18. Foul language is *PROHIBITED*.
19. Residents are responsible for closing Designated Facility gates when entering or leaving any Designated Facility. Do not open gate for anyone who may not be a resident.
20. Personal items may not be left in the area overnight. All "lost and found" items should be turned into the Beach Club office. These items will be kept for thirty (30) days and then, if not claimed, may be discarded.
21. Residents, or their guests, shall not enter equipment areas at any time.
22. Radio and stereo noise shall be kept at a moderate level. **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION** has discretionary power to limit noise levels. No amplified music allowed. Music with foul language is not permitted. Family oriented music only.

23. Glass of any type is prohibited at all Recreational and Designated Facilities, unless otherwise posted. This includes, but is not limited to: drinking glasses, bowls, soda bottles, pitchers, etc.
24. Bicycles, scooters, roller-skates, in-line skates, and skateboards are not permitted in the pool/spa area. Bicycles and scooters must be parked at the bike racks provided.
25. Children under the age of eighteen (18) are not allowed in the spa located in the main pool area.
26. Children of all ages (up to 18 years) are allowed in the spa located in the children's area, when accompanied by an adult.
27. Small Children & Pregnant Women: under no circumstance should small children or pregnant women use a spa without prior consultation with their physician. Exposing children or pregnant women to the hot water in a spa can cause severe medical problems. The general rule of thumb in determining "small children" is ten years of age.
28. Spa temperatures: the consumer product safety commission reports that raised body temperature can lead to stroke and death. Persons suffering from heart disease, diabetes, high or low blood pressure or other health problems should not use a spa without consulting their doctor.
29. Non-compliance with these policies will result in expulsion from the Beach Club.

**GUESTS:** Each Residence is permitted to bring guests to Designated Facilities, provided that the Resident is in possession of the entrance card. Guests may not enter beachclub or pool area(s) without Resident in good standing.

Residents may bring their guests to all Recreational and Designated Facilities and must accompany them at all times. Use of the Recreational and Designated Facilities is at the Resident's own risk. Residents are responsible for their guests' compliance with all Guidelines, for personal injuries, for any damage to Community Property, and are liable for all repairs or replacement costs. Residents without a reservation may have a total of 10 people in their party; this includes the resident.

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## B. BOATING

1. Prior to placing of any boat on the lake, the owner must:
  - a. Obtain a boat registration decal by making application to the Board of Directors through Pacific Management Company.
  - b. Satisfy all requirements thereof State and County.
  - c. Place boat permit sticker on the front right side of each registered boat.
2. Boat rules:
  - a. All boats will be launched at boat ramp ONLY. No non-resident boats allowed.
  - b. Electric trolling motors are permitted. NO gasoline motors whatsoever.
  - c. Boats must comply with all safety equipment requirements.
  - d. Boats must be 18 ft. or less in length.
3. Boating is limited to single-hull or Catamaran types and paddleboats, hereinafter referred to as "Boat(s)." The regulation limit Boat size to a maximum overall length of eighteen (18) feet. **RIVERLAKES RANCH MASTER ASSOCIATION** may permit larger boats of varying types on the lake for Structured or Sponsored Activities.
4. Paddleboards, sailboards, and similar craft are allowed, but must be registered the same as boats and follow the same rules.
5. Boating on the lake is allowed until 10 PM with proper lighting. Launching may be restricted by **RIVERLAKES RANCH MASTER ASSOCIATION** on weekends, holidays or seasonal high usage-days.
6. All Boats shall be operated manually or by electric motor.
7. Boating is restricted to Registered Residents and their guests. Children under the age of sixteen (16) years are not allowed to operate any Boat unless accompanied by a responsible person, who shall not be younger than twenty one (21) years.
8. All boats must be registered with, and approved by, **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION**. The registration must be completed, and approval granted, prior to placing any Boat on the lake, the registration and approval process is as follows:
  - a. Contact the Pacific Management Company at (661) 327-0440 for appropriate registration form.
  - b. Only (1) an Owner, or (2) a tenant who can provide a copy of a one (1) year lease and a letter of approval from the Owner, may register a Boat.
  - c. The owners of the Boat must maintain public liability insurance or show proof of coverage through a homeowner's policy



with **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION** named as additional insured.

d. In order for registration to be valid, a current certificate of insurance, and endorsement, are required to be on file with the **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION**.

e. The registration fee is \$30.00 per vessel bi-annually. Renewal fee is \$10.00 per vessel if renewed by March 1st of the renewal year.

9. Launching and removal of Boats are permitted at the designated launch site only, except lake front property owners.
10. Mooring of Boats is limited to the designated tie-up areas. Overnight mooring of Boats at any location is prohibited, except for lake front property owners.
11. Beaching of Boats is not permitted.
12. Racing of Boats is not permitted, unless through a Sponsored or Structured Activity through **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION**.
13. Boats may be moved by **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION**, with or without the consent of the owners, if: a Boat is maintained in an area contrary to these Guidelines:
  - a. Boat prevents proper utilization of the facility; or
  - b. Boat poses a potential hazard to any person or to **RIVERLAKES BEACH CLUB** property.
14. Abandoned boats will be removed.
15. BOAT USERS AND GUESTS MUST INDEMNIFY AND HOLD **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATION** HARMLESS FROM ANY LOSS OR DAMAGE TO PERSONAL PROPERTY BY FIRE, THEFT, OR FROM ANY CAUSE WHATSOEVER AND TO INDEMNIFY AND HOLD **RIVERLAKES RANCH MASTER HOMEOWNERS' ASSOCIATIONS** HARMLESS FROM ANY AND ALL LIABILITY FOR INJURY OR DEATH OF ANY PERSON OR PERSONS, OR LOSS OR DAMAGE TO ANY PROPERTY CAUSED OR OCCASIONED BY, OR ARISING OUT OF THE USE OF RIVERLAKES BEACH CLUB RECREATIONAL OR DESIGNATED FACILITIES.

### **C. FISHING**

Effective June 1<sup>st</sup>, 2012

1. The lake is owned and stocked by **RIVERLAKES RANCH MASTER ASSOCIATION**.
2. Fishing is restricted to registered **RIVERLAKES RANCH MASTER ASSOCIATION** residents and their guests (4 guests maximum). Residents must

accompany guests at all times. Residents must have a **RIVERLAKES RANCH MASTER ASSOCIATION** fishing permit visible while fishing.

3. RESIDENTS AND THEIR GUESTS MUST PRODUCE FISHING/COMMON AREA PERMIT FOR INSPECTION BY POOL MONITOR, PATROL OFFICERS OR RESIDENTS OF **RIVERLAKES RANCH MASTER ASSOCIATION** (WHO IDENTIFY THEMSELVES AS SUCH).
4. Shore fishing will be allowed only dawn until dusk for the period of November 1st through April 30th. May 1st through October 31st, lake fishing hours will be dawn until 9:00 PM for all common areas on Riverlakes. The exception will be the common area off Southshore Drive and Shorebird Drive, and the common area by the pool. These common areas will be open to fishing until 10:00 PM May 1st through October 31st.
5. Fishing is permitted from a Boat, and from the designated open areas surrounding the lake, EXCEPT the launching area at the west end of the lake. No fishing is allowed on boat docks, except personal docks.
6. Fishing is permitted with no more than one (1) pole per person, with no more than two (2) barbless hooks per line. The line shall be attended at all times.
7. The use of gigs, spears, explosives, firearms, air rifles, nets, traps, or bow and arrow is prohibited. Netting or trapping minnow goldfish, minnows, mosquito fish, or using blue gill or crappie for bait is prohibited.
8. **WARNING:** The fish in the lake are not for human consumption. The Board of Directors instituted a catch and release policy. Failure to comply may result in fines.
9. In order to protect the natural ecological balance of the lake, the only types of bait permitted are: red worms, night crawlers, meal worms, terrestrial insects (grasshoppers, crickets, etc.), salmon eggs (fish roe) and catfish stink bait.
10. **RIVERLAKES RANCH MASTER ASSOCIATION** is the only entity allowed to introduce any fish, or wildlife of any kind, into the lake. VIOLATORS WILL BE FINED a minimum of \$250.00
11. **RIVERLAKES RANCH MASTER ASSOCIATION FISHING POLICY IS CATCH AND RELEASE ONLY!** Cleaning of fish, or disposing of fish at the lake edge, is prohibited and will result in a \$40.00 fine.
12. Trash, rubbish, or other debris must be placed in trash containers around the lake, and not left on the lake edge. Violators will be subject to a fine.
13. All boats and/or watercraft shall be mussel free.
14. **RESIDENTS MUST INDEMNIFY AND HOLD RIVERLAKES RANCH MASTER ASSOCIATION HARMLESS FROM ANY LOSS OR DAMAGE TO PERSONAL PROPERTY BY FIRE, THEFT, OR FROM ANY CAUSE WHATSOEVER AND ANY AND ALL LIABILITY FOR INJURY OR DEATH OF ANY PERSON OR PERSONS, OR LOSS OR DAMAGE TO ANY PROPERTY CAUSED OR**

**OCCASIONED BY, OR ARISING OUT OF THE USE OF RIVERLAKES BEACH CLUB RECREATIONAL OR DESIGNATED FACILITIES.**

**D. LAKE**

1. The lake is a man-made body of water and must be carefully maintained to keep it in an ecologically healthy and attractive condition. The lake is maintained by technicians experienced in the use of chemicals, which are used to inhibit the accumulation of weeds, algae, animal wastes and insect pests. At the time these chemicals are used, or if unforeseen problems arise, it may be necessary to restrict or prohibit the use of the lake.
2. Throwing trash, rubbish, debris, cigarette butts or any foreign objects into the lake is prohibited. All refuse must be disposed of in trash containers.
3. Animals in the lakeshore park must be on a leash. Each resident is responsible for removing his/her dog's, cat's or other animal's defecation from the lakeshore park.
4. Dogs, cats or other animals shall not be permitted to enter the lake.
5. **Feeding of ducks, mallards and other birds is prohibited, and subject to a \$40.00 fine.**
6. Wading, swimming, scuba or skin diving is not permitted in the lake, other than for rescue or maintenance purposes.

## ADR POLICY

### **ALTERNATIVE DISPUTE RESOLUTION**

The Association is required to inform the members annually of the Alternative Dispute Resolution Civil Code Section 5930 states that in any dispute related to enforcement of the governing documents by injunctive or declaratory relief which does not also involve a claim for money damages in excess of \$5,000.00, other than Association assessments, before any party may file a civil suit in a court of law, the parties should endeavor to submit the dispute to Alternative Dispute Resolution such as arbitration or mediation.

"Failure of a member of the Association to comply with the Alternative Dispute Resolution requirements of Section 5930 of the Civil Code may result in the loss of that member's rights to sue the Association or another member of the Association regarding enforcement of the governing documents, or the applicable law."

### **RIGHT TO RECEIVE MINUTES**

Civil Code Section 4950(a) provides that the minutes, or a draft of the minutes, of any Board of Directors meeting shall be available to the members within thirty (30) days of the meeting. The minutes shall be distributed to a member upon their written request and upon reimbursement of the Association's cost for making that distribution. The cost is \$1.00 per set of minutes, payable in advance to Pacific Management Company.

The meeting minutes are posted in the bulletin board located at the Beach Club within thirty (30) days of the meeting.

### **REFUSE AND TRASH CONTAINER POLICY**

Refuse and trash containers and their storage areas shall be screened and concealed from view. Trash enclosures should be constructed of similar or complimentary material as used on the main structure.

Refuse and trash containers may be placed on the street after 3:00 PM on the day prior to a scheduled pick up. Containers are to be removed from the street by 12:00 midnight on the day of a scheduled pick up.

## **COMPLAINTS REGARDING NON-COMPLIANCE**

The Association's policy pertaining to complaints regarding non-compliance with the CC&R's is as follows:

In order to be considered valid and for any action to be taken, all complaints must be submitted in writing to the Association and signed by the complaining homeowner. All complaints will be held in confidence, unless the matter goes to a court of Law.

## **AGENDA REQUESTS**

If any member would like to be heard by the Board of Directors or has an issue that they would like the Board of Directors to consider at a meeting, the member should submit their request in writing at least ten (10) days before the next scheduled Board of Directors meeting. The correspondence will be included on the Agenda for the Board's review and consideration.

## **SCHEDULE OF PENALTIES FOR VIOLATIONS OF THE CC&R'S RIVERLAKES RANCH MASTER ASSOCIATION**

The Civil Code allows the Board of Directors to adopt a policy of imposing monetary penalties or fees on a member for a violation of the Association's governing documents. It requires that the Board of Directors adopt and deliver to the members a schedule of the monetary penalties and fees that may be assessed.

**Upon the first infraction**, a courtesy warning letter will be mailed to the homeowner's last known address.

**Upon the second infraction of the same offense**, a pending fine of \$25.00 will be levied against the homeowner's account. At least ten (10) days prior to the next scheduled Board of Directors meeting, a letter will be sent First Class to the homeowner advising them of the pending disciplinary action and providing them the opportunity to attend the meeting and address the board. The homeowner can also request to meet with the Board of Directors in executive session immediately following the regular meeting. Within fifteen (15) days following the Board of Directors meeting, a letter will be sent First Class advising them of the action taken.

**Upon the third infraction of the same offense**, a pending fine of \$50.00 will be levied against the homeowner's account. At least ten (10) days prior to the next scheduled Board of Directors meeting, a letter will be sent First Class to the homeowner advising

them of the pending disciplinary action and providing them the opportunity to attend the meeting and address the board. The homeowner can also request to meet with the Board of Directors in executive session immediately following the regular meeting. Within fifteen (15) days following the Board of Directors meeting, a letter will be sent First Class advising them of the action taken.

**Upon the fourth infraction of the same offense,** a pending fine of \$100.00 will be levied against the homeowner's account. At least ten (10) days prior to the next scheduled Board of Directors meeting, a letter will be sent First Class to the homeowner advising them of the pending disciplinary action and providing them the opportunity to attend the meeting and address the board. The homeowner can also request to meet with the Board of Directors in executive session immediately following the regular meeting. Within fifteen (15) days following the Board of Directors meeting, a letter will be sent First Class advising them of the action taken.

**Upon the fifth infraction of the same offense,** the case will be brought before the Board of Directors for review and to forward to the Attorney.

## BEACH CLUB RESERVATION POLICY

<b>SUMMER HOURS</b>	<b>WINTER HOURS</b>
<i>(April 1<sup>st</sup> – September 30<sup>th</sup>)</i>	<i>(October 1<sup>st</sup> – March 31<sup>st</sup>)</i>
Monday: 10 AM. – 10 PM	Saturday: 10 AM – 4 PM
Tuesday: 4 PM – 10 PM	Sunday: 10 AM – 4 PM
Wednesday: 10 AM – 10 PM	
Thursday: 10 AM – 10 PM	
Friday: 10 AM – 10 PM	
Saturday: 10 AM – 10 PM	
Sunday: 10 AM – 10 PM	

Please note: during winter months when the Pool Monitor is not available, contact San Joaquin Valley Patrol after 4:00 PM at (661) 320-0405. Ask them to notify the patrol officer that a reservation needs to be made at the clubhouse.

### **RESERVATIONS CANNOT BE MADE OVER THE PHONE.**

A \$200.00 refundable deposit is required in advance and will be returned once the reserved facility has been inspected. Due to the number of reservations and requests received, no reservation is final until a request form and deposit have been submitted at least twenty-four (24) hours before the reservation date. Reservations are taken on a “first come – first served” basis. Pool key card must be presented when making reservation for verification.

### **POOL BBQ PITS:**

BBQ pits can be reserved between the hours of 10:00 AM – 10:00 PM Monday, Wednesday, Thursday, Friday, Saturday and Sunday. Reservations allowed on Tuesday after 5:00 PM only.

### **MAXIMUM NUMBER OF PEOPLE:**

BBQ 1 = 50 people

BBQ 2, 3, 4 = 25 people

BBQ 5 = 35 people

### **CLUBHOUSE:**

The Clubhouse can be reserved between 10:00 AM – 10:00 PM daily.

**FEE IF RESERVATION IS OUTSIDE OF POOL MONITOR HOURS:**

There is a \$25.00 fee if the patrol officer is required to open/close the facilities and/or turn off/on the alarm system outside of normal pool monitor hours. (Payable to San Joaquin Valley Patrol at the time of making reservation)

**LONG TERM / ADVANCE RESERVATIONS OF THE BEACHCLUB:**

There is a \$25.00 fee if the patrol officer is required to open/close the facilities and/or turn off/on the alarm system outside of normal pool monitor hours. (Payable to San Joaquin Valley Patrol at the time of making reservation)

**PROCEDURE:**

1. Submit complete reservation request to San Joaquin Valley Patrol pool monitor on duty with appropriate deposit. Please note that no reservations are entered until the completed request and deposits have been received.
2. Day of event: The security or pool monitor will be present and will bring a copy of the confirmed reservation. They will complete a checklist at the end of the event.
3. If San Joaquin Valley Patrol confirms that there is no reason to withhold the deposit, the pool monitor will return it to you immediately.

**OWNER RESPONSIBILITY:**

I understand that I must follow the rules of the RiverLakes Ranch Master Association and that my guests are my responsibility. I understand that the facility will be inspected by the patrol officer or pool monitor on duty at the beginning and end of the event and that I am responsible for leaving the facility(s) I use clean and free of debris. I understand that my reservation will be null and void and I will be asked to leave the facility(s) if the patrol officer/pool monitor determines that rules of the Association are not being respected.

**CURRENT MEMBER STATUS:**

I confirm that I am a member in good standing and current on my association dues.

Number of guests and presence of homeowner:

I agree to limit the number of guests to the maximum allowed and to be present and remain at the reserved facility(s) for the duration of the reservation.

**DEPOSIT AND COST OF SECURITY AT CLUBHOUSE:**



I have left a deposit check with the pool monitor on duty, made payable to RiverLakes Ranch Master Association to reserve the facility(s) - \$200.00 per reservation area. I understand my deposit will be refunded only if the area is left as clean as it was prior to my arrival and if nothing has been broken or damaged.

## BOAT REGISTRATION GUIDELINES

Boat tags for 2015-2016 are available at Pacific Management Company. Please contact Shannon Holloway at (661) 327-0440 for information regarding your tag(s).

March 1, 2015

1. New boat tags will be issued for two (2) years.
2. Tags will be good from January 1 through December 31st of the following year.
3. All boats must be registered by March 1st of the current year.
4. The cost to register a boat the first time will be \$30.00 per boat and the boat tag(s) will be valid for the two – year period.
5. Re-registering a boat will be \$10.00 per boat and the boat tag(s) will be valid for the two – year period.
6. All Boat owners with previously registered boats must re-register by March 1st. After March 1st, full registration of \$30.00 per boats will be due on any boat requesting registration.
7. Any watercraft observed on the lake without valid registration will be subject to a fine and/or removal from the lake at the boat owner's expense.

## FORMS AND REQUESTS

The following forms are to various forms we have available. Most forms you can send to us over the internet. However, some require you to download them or print them out to be delivered to our office.

The forms contained in this document are as follows:

- Authorization Agreement for Preauthorized Payment
- Design Review Committee Application
- Boat Registration Application and Indemnification Agreement
- Fishing Permit Applications/Rules and Regulations
- Beach Club Reservation Form



# AUTHORIZATION AGREEMENT FOR PREAUTHORIZED PAYMENTS

CUSTOMER: Please retain a copy for your records.

MANAGEMENT COMPANY NAME <b>PACIFIC MANAGEMENT COMPANY</b>	
ASSOCIATION NAME <b>RIVERLAKES RANCH MASTER ASSOCIATION</b>	
UNIT ADDRESS	
HOMEOWNER UNIT NUMBER	ASSESSMENT AMOUNT <input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Cancel
UNIT OWNER NAME	UNIT ACCOUNT NUMBER
UNIT OWNER MAILING ADDRESS	
UNIT OWNER PHONE NUMBER	UNIT OWNER EMAIL ADDRESS

I/We authorize the above Association to charge my/our checking account at the financial institution indicated on my/our voided check for the payment of my/our monthly association assessment on or about the **9th** of each month.

(fold) I/We understand that these assessments may change periodically, and that such changes will be provided to Union Bank® by the above named Association. I/We also understand that it is our responsibility to contact Union Bank at the address listed, to stop or cancel the automatic preauthorized payment once I am no longer a Unit Owner (or plan to change my payment arrangement), at least 72 hours prior to the following scheduled monthly payment. (fold)

**PLEASE ATTACH A VOIDED CHECK (WITH PREPRINTED NAME AND ADDRESS) FROM THE CHECKING ACCOUNT THAT WILL BE CHARGED.**

**UNION BANK MUST RECEIVE THIS FORM BY THE 10TH DAY OF THE MONTH FOR THE AUTOMATIC CHARGE TO BE IN EFFECT FOR THE FOLLOWING MONTH.**

**UNION BANK WILL BE PERFORMING THE ORIGATION OF THESE CHARGES ON BEHALF OF THE ASSOCIATION.**

STAPLE VOIDED CHECK HERE

You will receive confirmation of start date via U.S. Mail. If you have any questions, you may call Union Bank at 1-800-836-5184.

Please mail this authorization to: **MUFG UNION BANK, N.A.  
HOA REMITTANCE PROCESSING-MP, 4-30A-812  
2001 SATURN STREET  
MONTEREY PARK CA 91755**

I/We represent and warrant to MUFG Union Bank, N.A. that the undersigned are all signers required to transact business on said deposit account and understand that electronic transactions on said account is governed by the terms of my/our deposit account terms and disclosure.

\_\_\_\_\_  
First Name on Account (please print)

x  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Name on Account (If applicable)

x  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR BANK USE ONLY

DATE RECEIVED	EFFECTIVE DATE	COMPLETED BY	DATE
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RiverLakes Ranch Master Association  
Design Review Committee Application

**\*\*THERE IS A \$75.00 ONE TIME CHARGE FOR EACH DRC APPLICATION SUBMITTED\*\***

Please make check payable to:  
**RIVERLAKES RANCH MASTER ASSOCIATION**

Items (1-5) must be completed by the owner applying for approval and submitted to RiverLakes Ranch  
Master Association c/o Pacific Management, 2131 G St. Bakersfield, CA. 93301  
Telephone (661) 327-0440 or fax (661) 327-0628

1. Name \_\_\_\_\_
2. Property \_\_\_\_\_
3. Day time phone # \_\_\_\_\_ Evening phone # \_\_\_\_\_
4. Indicate: Full dimensions of improvement set back from all property lines, material; type, color and finish. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date \_\_\_\_\_

\*NOTE - Drawings must be submitted in duplicate.

-----  
The following section is to be completed by the Design Review Committee

Application # \_\_\_\_\_ Date Received \_\_\_\_\_

Approved \_\_\_\_\_ This application has been accepted, reviewed and approved by the Riverlakes Ranch Design Review Committee. It is the opinion of the approving members that the subject project complies with the interests of the Homeowners Association. Approval by the Design Review Committee does not eliminate the applicant's obligation to comply with all city, state, an federal ordinances.

Rejected \_\_\_\_\_ This application is incomplete and has not been accepted by the Design Review Committee.

Disapproved \_\_\_\_\_ This application has been reviewed by the Design Review Committee, but has been disapproved.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRC Signature \_\_\_\_\_ Stamp Here \_\_\_\_\_

**\*Owner has 1 Year in which to complete project**

RIVERLAKES RANCH MASTER ASSOCIATION  
BOAT REGISTRATION APPLICATION  
AND INDEMNIFICATION AGREEMENT

2007-2008  
NAME

---

---

ADDRESS

---

PHONE

NUMBER \_\_\_\_\_ WORK

---

BOAT

TYPE \_\_\_\_\_ SIZE \_\_\_\_\_ I.D. #

---

INSURANCE

AGENT \_\_\_\_\_ PHONE

---

INDEMNIFICATION AGREEMENT

I HEREBY EXPRESSLY AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS  
RIVERLAKES RANCH

MASTER ASSOCIATION FROM ANY LOSS, CLAIM, DEMAND, CAUSE OF ACTION  
OR DAMAGE TO

PERSONAL PROPERTY, INCLUDING THE ABOVE-DESCRIBED BOAT AND ALL  
INCIDENTAL

PERSONAL PROPERTY RELATING THERETO, RESULTING FROM FIRE,  
VANDALISM, THEFT OR ANY

OTHER CAUSE ARISING FROM OR OUT OF MY USE OF THE RIVERLAKES LAKE  
CLUB. I FURTHER

EXPRESSLY AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS RIVERLAKES RANCH MASTER

ASSOCIATION FROM ANY CLAIM, DEMAND, LOSS, DAMAGE OR CAUSE OF ACTION, INCLUDING

ATTORNEY'S FEES AND COSTS, ARISING FROM PERSONAL INJURY OR DEATH TO ANY PERSON OR PERSONS, INCLUDING MY GUESTS AND INVITEES, CAUSED, OCCASIONED BY, ARISING OUT OF OR INCIDENTAL TO THE USE OF THE ABOVE-REFERENCED BOAT AND THE RIVERLAKES LAKE.

\_\_\_\_\_ DATE

SIGNATURE

\_\_\_\_\_ DATE

SIGNATURE

\*\*\*\*\*

**PLEASE DO NOT FILL OUT BELOW THIS LINE/OFFICE USE ONLY**

RIVERLAKES RANCH MASTER ASSOCIATION

ASSOCIATION BOAT REGISTRATION NUMBER:

\_\_\_\_\_

\_\_\_\_\_ AMOUNT PAID

CHECK NUMBER

**c/o Pacific Management Company  
2131 G Street  
Bakersfield, Ca. 93301  
Office: (661) 327- 0440 Fax: (661) 327- 0628**

**RIVERLAKES RANCH MASTER ASSOCIATION**

**2014 – 2015 APPLICATION FOR PERMIT TO FISH**

Permit # \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

# HOUSEHOLD MEMBERS: \_\_\_\_\_

The Riverlakes Ranch Master Association Fishing Permit must be on your person and visible at all times while fishing from any location at Riverlakes Lake. It also must be presented to any member of Security or any person who identifies himself as a member of the Riverlakes Homeowners Association. **Failure to comply with the request to show permit to these groups may cause suspension of your permission to fish.**

One (1) fishing permit per household will be issued at no cost upon approval of application. If fishing license is lost or stolen, a \$20.00 replacement fee will be charged. Resident must be a member in good standing and provide proof of residency. Resident agrees to accept responsibility for anyone using fishing permit registered to said resident.

**I have read and understand the Riverlakes Ranch Master Association Rules and Regulations concerning fishing in Riverlakes Ranch Lake, and agree to abide by all rules.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



**RIVERLAKES RANCH MASTER ASSOCIATION**  
**BEACH CLUB RESERVATION**

### **Summer Hours**

*(April 1<sup>st</sup> – September 30<sup>th</sup>)*

Monday: 10 a.m. – 10 p.m.

Tuesday: 4 p.m. – 10 p.m.

Wednesday: 10 a.m. – 10 p.m.

Thursday: 10 a.m. – 10 p.m.

Friday: 10 a.m. – 10 p.m.

Saturday: 10 a.m. – 10 p.m.

Sunday: 10 a.m. – 10 p.m.

### **Winter Hours**

*(October 1<sup>st</sup> – March 31<sup>st</sup>)*

Saturday: 10 a.m. – 4 p.m.

Sunday: 10 a.m. – 4 p.m.

Please note: during winter months when the Pool Monitor is not available, contact San Joaquin Valley Patrol after 4:00 p.m. at 661-320-0405. Ask them to notify the patrol officer that a reservation needs to be made at the clubhouse.

### **RESERVATIONS CANNOT BE MADE OVER THE PHONE.**

A \$200.00 refundable deposit is required in advance and will be returned once the reserved facility has been inspected. Due to the number of reservations and requests received, no reservation is final until a request form and deposit have been submitted at least twenty-four (24) hours before the reservation date. Reservations are taken on a “first come – first served” basis. Pool key card must be presented when making reservation for verification.

#### **Pool BBQ pits:**

BBQ pits can be reserved between the hours of 10:00 A.M. – 10:00 P.M. Monday, Wednesday, Thursday, Friday, Saturday and Sunday. Reservations allowed on Tuesday after 5:00 p.m. only.

#### **Maximum number of people:**

**BBQ 1 = 50 people**

**BBQ 2, 3, 4 = 25 people**

**BBQ 5 = 35 people**

**Clubhouse:**

The Clubhouse can be reserved between 10:00 a.m. – 10:00 p.m. daily.

**Fee if reservation is outside of pool monitor hours:**

There is a \$25.00 fee if the patrol officer is required to open/close the facilities and/or turn off/on the alarm system outside of normal pool monitor hours. (Payable to San Joaquin Valley Patrol at the time of making reservation)

**Long term / advance reservations of the Beachclub:**

There is a \$25.00 fee if the patrol officer is required to open/close the facilities and/or turn off/on the alarm system outside of normal pool monitor hours. (Payable to San Joaquin Valley Patrol at the time of making reservation)

**Procedure:**

1. Submit complete reservation request to San Joaquin Valley Patrol pool monitor on duty with appropriate deposit. Please note that no reservations are entered until the completed request and deposits have been received.
2. Day of event: The security or pool monitor will be present and will bring a copy of the confirmed reservation. They will complete a checklist at the end of the event.
3. If San Joaquin Valley Patrol confirms that there is no reason to withhold the deposit, the pool monitor will return it to you immediately.

**Owner responsibility:**

I understand that I must follow the rules of the RiverLakes Ranch Master Association and that my guests are my responsibility. I understand that the facility will be inspected by the patrol officer or pool monitor on duty at the beginning and end of the event and that I am responsible for leaving the facility(s) I use clean and free of debris. I understand that my reservation will be null and void and I will be asked to leave the facility(s) if the patrol officer/pool monitor determines that rules of the Association are not being respected.

**Current member status:**

I confirm that I am a member in good standing and current on my association dues.

Number of guests and presence of homeowner:

I agree to limit the number of guests to the maximum allowed and to be present and remain at the reserved facility(s) for the duration of the reservation.

**Deposit and cost of security at clubhouse:**

I have left a deposit check with the pool monitor on duty, made payable to RiverLakes Ranch Master Association to reserve the facility(s) - \$200.00 per reservation area. I understand my deposit will be refunded only if the area is left as clean as it was prior to my arrival and if nothing has been broken or damaged.

## MEETING DATES

All Board of Director Meetings are held at 5:30 PM on the third Wednesday of each month in the Clubhouse located at The Beach Club (other than what is listed below). The Board of Directors meetings are open to all homeowners. The meeting dates are included in the calendar. Once per year, the Association holds an Annual Membership Meeting for the purpose of electing directors and conducting any other business of the Association. Meeting dates for the year of 2018 are as follows:

**January 17<sup>th</sup>**

**February 21<sup>st</sup> (Delegate Meeting)**

**March 21<sup>st</sup> (2nd - Delegate Meeting)**

**April 18<sup>th</sup> (Annual Meeting)**

**May 16<sup>th</sup>**

**June 20<sup>th</sup>**

**July 18<sup>th</sup>**

**August 15<sup>th</sup>**

**September 19<sup>th</sup>**

**October 17<sup>th</sup>**

**November 21<sup>st</sup>**

**December 19<sup>th</sup>**

Any change in these dates will be posted at least four (4) days in advance of the scheduled meeting in the community bulletin board located at the entrance to the Clubhouse.

## **RIGHT TO RECEIVE MINUTES AND HOW TO OBTAIN COPIES OF MEETING MINUTES OF THE ASSOCIATION**

Civil code section 4950(a) provides that the minutes of any board of directors meeting shall be available to the members within thirty (30) days of the meeting. The minutes shall be distributed to a member upon their written request and upon reimbursement of the Association's costs for making that distribution, which is \$1.00 per set of minutes, payable in advance.

The meeting minutes are posted in the bulletin board located at the beach club within thirty (30) days of the meeting.

## FREQUENTLY ASKED QUESTIONS

### GENERAL QUESTIONS

**Q: What is the mailing address, telephone number, fax number and email address for Pacific Management Company? What are their business hours?**

**A:** The mailing address and telephone number for Pacific Management Company is

*2131 "G" Street  
Bakersfield, CA 93301  
(661) 327-0440.*

The fax number is (661) 327-0628 and the email address is: [shannon@pmcoffice.com](mailto:shannon@pmcoffice.com).  
Office hours are Monday – Friday 8:00 AM to 5:00 PM

**Q: Who is the current board of directors?**

**A:** The Board consists of the following members:

President – Don Billiard  
Vice President: David Ramsey  
Treasurer: Cecelia Anzalone  
Secretary: Gayle Hafenstein  
Director: John Huskey  
Director: Laura Cunanan  
Director: Med Daugherty

**Q: WHAT IS THE PROCESS FOR GETTING IN TOUCH WITH THE BOARD OF DIRECTORS OR PLACING AN ITEM ON THE NEXT MEETING AGENDA?**

**A:** The process of getting in touch with the Board of Directors or placing an item on the next meeting agenda is to submit your question or request in writing to:

*Riverlakes Ranch Master Association  
Attn: Board of Directors  
C/O Pacific Management Company  
2131 "G" St., Bakersfield, CA 93301*

E-mail: [shannon@pmcoffice.com](mailto:shannon@pmcoffice.com)

**Q: WHEN AND WHERE DOES THE BOARD OF DIRECTORS MEET TO DISCUSS THE BUSINESS OF THE ASSOCIATION?**

**A:** The Board of Directors meet on the third Wednesday of every month at 5:30 p.m. in the Clubhouse located at the Beach Club. The Board of Directors meetings are open to all homeowners. The meeting dates are included in the calendar. Once per year, the Association holds an Annual Membership Meeting for the purpose of electing directors and conducting any other business of the Association.

**Q: HOW DO I OBTAIN COPIES OF THE MEETING MINUTES OF THE ASSOCIATION?**

**A:** Civil Code Section 4950(a) provides that the minutes of any Board of Directors meeting shall be available to the members within thirty (30) days of the meeting. The minutes shall be distributed to a member upon their written request and upon reimbursement of the Association's costs for making that distribution, which is \$1.00 per set of minutes, payable in advance. This request should be sent to Pacific Management Company. The Annual Membership meeting minutes are mailed to each homeowner at the Association's expense. The meeting minutes are also available for review on the website and posted at the bulletin board at the clubhouse.

**Q: WHO MAINTAINS OUR STREETS AND STREET LIGHTS WITHIN OUR COMMUNITY?**

**A:** The streets and street lights are owned and maintained by the City of Bakersfield. Report any problems related to the streets and/or street lights to the City.

- Street Maintenance (661) 326-3111
- Street Lights (661) 326-3781
- "Junk" cars on the streets (661) 326-3811 or (661) 327-7111,
- Graffiti (661) 323-7273

**POOL, SPA, & CLUBHOUSE QUESTIONS****Q: HOW DO I GET ACCESS TO THE POOL/SPA AREA?**

**A:** Each homeowner is entitled to one card key for access to the pool/spa area. These may be picked up at:

*Pacific Management Company*  
2131 "G" St.  
Bakersfield, CA.

The cost of the card is \$20.00 by check or money order made payable to **Riverlakes Master Association**. If a card key is lost or stolen, please call *Pacific Management Company* at (661) 327-0440 to deactivate and another may be purchased for \$20.00.

**Q: WHAT ARE THE HOURS OF THE POOL/SPA?**

**A:** The pool hours are as follows:

Monday 6:00 AM to 10:00 PM

Tuesday 4:00 PM to 10:00 PM

Wednesday through Sunday 6:00 AM to 10:00 PM

**Q: HOW DO I RESERVE THE CLUBHOUSE FOR A PRIVATE PARTY/EVENT?**

**A:** An owner may reserve the Clubhouse and/or BBQ area through the Pool Monitor at the Beachclub.

**Summer Hours** (*April 1st-September 30th*): daily from 10:00 AM – 10:00 PM, except Tuesdays, 4:00 PM – 10:00 PM

**Winter Hours** (*October 1st – March 31st*): Saturday & Sunday 10:00 AM – 4:00 PM

Please note: during winter months when the Pool Monitor is not available, contact San Joaquin Valley Patrol at (661) 320-0405. Ask them to notify the patrol officer that a reservation needs to be made at the clubhouse.

**RESERVATIONS CANNOT BE MADE OVER THE PHONE.**

LAKE AND BOATING QUESTIONS

**Q: WHO OWNS AND MAINTAINS THE LAKE?**

**A:** Boating is limited to single-hull, catamarans, electric boats and paddleboats. All boats shall be operated manually, by sail, or by electric trolling motor. The maximum overall length allowable is eighteen (18) feet.



**Q: DO I NEED TO CONTACT ANYONE BEFORE I LAUNCH MY BOAT?**

**A:** Before your boat goes in the water, it must be registered with, and approved by the **Riverlakes Ranch Master Association**. You may obtain a registration decal by filling out an application through Pacific Management Company. Your boat must meet all requirements of the California Department of Boating and Waterways and the Coast Guard.

**Q: DO I NEED TO REMOVE MY BOAT EVERY DAY?**

**A:** Yes. There is no overnight mooring of Boats at any location except for lake front property owners' lots.

**FISHING QUESTIONS****Q: ARE THERE FISH IN THE LAKE? CAN I FISH THERE?**

**A:** Yes. **Riverlakes Ranch Master Association** stocks the lake. Fishing is permitted from a boat or in the designated open areas surrounding the lake. The fish in the lake are not for human consumption and the Board of Directors has instituted a catch and release policy.

**Q: CAN ANYONE FISH AT THE LAKE?**

**A:** Fishing is restricted to homeowners and their guests. Residents must accompany guests at all times. Residents must have a Riverlakes Ranch Master Association fishing permit visible while fishing.

**RULES AND REGULATIONS****Q: WHAT ARE SOME OF THE MOST COMMON VIOLATIONS OF THE CC&RS AND WHAT ARE THE RULES AND REGULATIONS REGARDING THEM?**

**A:** The most common violations and the rules and regulations concerning them are:

**Trash Cans:** Trash cans or other rubbish containers shall be regularly removed from the Property, and shall not be allowed to accumulate thereon. Trash shall be placed and kept in covered sanitary containers where it is not visible from any neighboring Lot except for a reasonable time prior to or after collection.

**Basketball Hoops:** No basketball standards, hoops or backboards or other fixed sports apparatus shall be attached to any Residence or Structure or erected on any Lot.

**Pets/Animals:** No animals or birds of any kind shall be raised, bred or kept on any Lot or portion of the Property; except the usual and ordinary household pets such as dogs, cats or birds may be kept, provided that they are not kept, bred or maintained for any commercial purposes, and they are kept under reasonable control at all times.

Notwithstanding the foregoing, no pets may be kept on the Property which result in an annoyance or nuisance to other owners.

Each and every owner shall carry appropriate feces collection and disposal equipment and shall immediately clean, remove and dispose all animal waste materials.

**Vehicle Restrictions:** No commercial vehicle, truck (other than a standard size pickup truck), inoperable automobile, boat or similar equipment shall be permitted to remain upon any area within the Property, except within an enclosed garage structure, other than temporarily, not to exceed two (2) weeks within any six (6) month period.

Commercial vehicles shall not include sedans or standard size pickup trucks which are used both for business and personal use, provided that any signs or markings of a commercial nature on such vehicles shall be unobtrusive and inoffensive as determined by the Committee. No noisy or smoky vehicles shall be operated on the Property. No off-road unlicensed motor vehicles shall be operated upon the Property. Recreational vehicles, trailers, campers, boats or similar equipment shall be stored on a permanent basis only within the garage or the rear and side yard area of the lot, behind the fencing which separates the front yard from the side yard.

**Yard Care:** Each owner must maintain and keep in good condition all shrubs, trees, grass and other landscaping on their lot.

**Note:** *This is only a partial, condensed list of Use Restrictions and should not be used in place of the CC&Rs – Please refer to the governing documents for a complete list.*

**Q: HOW DO I FILE A COMPLAINT AGAINST ANOTHER HOMEOWNER WHO IS IN VIOLATION OF THE CC&RS?**

**A:** The Board of Directors has established a policy that all complaints regarding violations of the CC&Rs must be submitted in writing to Pacific Management Company. You may use the complaint form on this website or any other method of written communication.

**Q: WHAT IS THE PROCESS THE BOARD OF DIRECTORS TAKES WHEN A HOMEOWNER IS IN VIOLATION OF THE CC&RS?**

**A:** The Board of Directors has established a Monetary Fine Policy for use in enforcing compliance with the CC&Rs. The complete policy is available for review on this website and is also mailed to each homeowner annually.

**Q: WHAT PROCEDURE MUST I FOLLOW IF I WANT TO MAKE AN ARCHITECTURAL OR LANDSCAPE CHANGE TO MY PROPERTY?**

**A:** All architectural and landscape modifications must be approved in advance by the Design Review Committee (DRC). There is a \$75.00 charge for each application submitted.

**Q: WHAT IS THE MAILING ADDRESS FOR THE DESIGN REVIEW COMMITTEE?**

**A:** The mailing address for the Design Review Committee is:

Riverlakes Ranch Master Association  
Design Review Committee  
c/o Pacific Management Company  
2131 "G" Street, Bakersfield, CA 93301

**SECURITY**

**Q: WHAT TYPE OF SECURITY SERVICE IS PROVIDED FOR OUR COMMUNITY?**

**A:** San Joaquin Valley Patrol provides the pool monitor/patrol officer and roving patrol service through the community. San Joaquin Valley Patrol can be reached at (661) 320-0405 24/7.

## CONTACTS

### How to get in touch with the Board of Directors

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 Attn: Board of Directors  
 C/O Pacific Management Company  
 2131 "G" St., Bakersfield, CA 93301

E-mail: [shannon@pmcoffice.com](mailto:shannon@pmcoffice.com)

### BOARD OF DIRECTORS

**President:** Don Billard  
**Vice President:** David Ramsey  
**Treasurer:** Cecelia Anzalone  
**Secretary:** Gayle Hafenstein  
**Director:** John Huskey  
**Director:** Laura Cunanan  
**Director:** Med Daugherty

### DISTRICT DELEGATES

**District 1:** Carla Sawyer  
**District 2:** Eleanor Smith  
**District 3:** Dr. Richard Gearhart III  
**District 4:** Caren Floyd  
**District 5:** Russell Ulrey  
**District 6:** Esther Silva  
**District 7:** Jenifer Pitcher  
**District 8:** William McCoy  
**District 9:** VACANT  
**District 10:** Laurence Goscinski  
**District 11:** VACANT  
**District 12:** Mary Powelson  
**District 13:** Daryl Newman