



Cranberry Bay Homeowners Association, Inc.

Owner's Manual

www.cranberrybayhoa.com

Updated 11/11/22



Welcome to Buckeye Lake

Welcome to Cranberry Bay!! We hope that you enjoy your new home at the Lake as much as all of your new neighbors. The Cranberry Bay Homeowners Association is an active, vital part of the community which promotes neighborhood camaraderie and manages the Waterfront Strip and docks. Throughout the year, CBHA sponsors social events that help all of us to get to know one another. We hope that you and your family will join us.

Mission: *The Cranberry Homeowners' Association desires to develop and encourage activities that promote consistent application and management of the covenants, easements, and DUILA. We will employ prudent spending strategies to ensure affordable fees and act as stewards to preserve the community's waterfront strip of land; the integrity of our community; the safety of our residents and property; and the value of our homes.*

Vision: *Members of the Cranberry Bay Homeowners Association (CBHA) envision a community responsive to the needs and desires of its homeowners and residents. The Association sees an attentive Board of Trustees working with local government, business, and civic organization assisting the residents of Cranberry Bay and Maple Bay to mutually achieve a pristine residential environment free of crime and of increasing beauty and property values. The Association visualizes a cooperative relationship between its members, and non- members in achieving and promoting a continually improving lake living neighborhood.*

In this manual, we will highlight the guidelines and rules that all land owners within the CBHA footprint should know and adhere to. We hope this manual will answer questions that you have from time to time, but you are always welcome to reach out to any of the trustees with any questions.

The primary documents governing the Cranberry Bay Homeowners Association include:

- CBHA Protective Covenants
- CBHA Code of Regulations
- Lake Lands Agreement
- Grant of Easements & Amended Grant of Easements
- Dock Use & Indemnity License Agreement (DUILA)

Board of Trustee, membership, governing documents and applications are all available on the website: www.cranberrybayhoa.com.

How to stay connected and get your questions answered?

- 1) Reference this manual.
- 2) Check out our website www.cranberrybayhoa.com.
- 3) Like us on Facebook – Cranberry Bay Homeowners Association
- 4) Emails will be sent periodically with updates and information.
- 5) Or feel free to email any of the CBHA Trustees with your questions.



Again, Welcome to the neighborhood and we hope you enjoy your Lake House.

See you on the Lake!

Lisa Powell, President
Cranberry Bay Homeowners Association
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Cranberry Bay Homeowners Association History and Footprint

History

- A. The land on which the CBHA footprint sits was owned by the Bounds Family.
- B. In **1852**, Jackson and Robert Bounds purchased the lakefront property known as the “Bounds Addition”, now Cranberry Bay.
- C. In **1853**, they purchased additional property now known as Maple Bay.
- D. By **1875**, the Bounds Reservoir Farm was one of the largest in the area, spanning over 1100 acres.
- E. In **1903**, 65.09 acres were sold to help finance the Inter-Urban Line (electric-powered trolley line) that connected the 3 communities and bring people to the Buckeye Lake Amusement Park.
- F. The Bounds Family started leasing lots in **1904**.
- G. In the **20’s & 30’s**, businesses to accommodate the vacationers sprang up in the Bounds Addition. There were two boat liveryes near the end of First Street (Anchors Way & current Lakeview):
 - a. One business was owned by Abe George, also known as “One Arm George” because he lost an arm in a boating accident.
 - b. The other livery was owned by Bill Kitzmier. Kitzmier moved his operation, two story house and all, eastward to what was known as Cranberry Wharf (now the gated area owned by Mallory Square). There he rented boats for 50 cents a day with fishing poles free!
- H. The Maple Bay Addition was plotted April, **1941** and developed in the mid-forties.
- I. A few distinctive differences about the Maple Bay Addition were that they were owner-occupied, not rented on a weekly basis during the summer. The lots were deeper and there were no businesses.
- J. All residences in what is currently known as the Village of Buckeye Lake, except the farms, were on leased land. The land owners of the additions that were developed to provide summer cottages for the Buckeye Lake Park (Bounds, Myer, Neel, Rosebraugh, Elliott, and Carlin) were the “law” before the Village was incorporated in **1980**. If someone made too much noise, had too much to drink too often, had too many guests, the neighbors called the landowner (Margaret Bounds in the Bounds Addition). Margaret took care of the problem. She ruled with an “iron hand”. If the problem persisted, the Bounds canceled your lease.
- K. The Homeowners Association was formed in **1989** by a group of neighbors under the leadership of its first president, Larry Edger. Its purpose was to represent the interests of the homeowners and lessees in working with the management and owners of the Bounds Addition in order to continue the quality of home ownership in the area and to have a political impact on the local governments.
- L. In October, **1995** residents received notice from the Bounds Family that the lots would be for sale with purchases beginning in January, **1996**. At that time, the Bounds Family also announced that the Waterfront Strip would be given to the Homeowners Association so that all cottages with docks could continue to have access to those docks without interference from private owners.
- M. In November, **1995**, the Bounds Homeowners Association was incorporated as a private nonprofit organization in the State of Ohio. In the next year, the Association changed its name to Cranberry Bay Homeowners Association and the area in the Village of Buckeye Lake is now known as Cranberry Bay and the Maple Bay Addition in Licking Township retained the name of Maple Bay.
- N. In February, **2007** the Waterfront Strip was conveyed to the Cranberry Bay Homeowners Association. In April, 2007 the Bounds Family assigned the management of the Protective Covenants and Easement documents to the CBHA, Inc. The Ohio Department of Natural Resources recognizes the Cranberry Bay Homeowners Association as the owner of the Waterfront Strip which has multiple docks. The ODNR works directly with CBHA, Inc. in the building of docks, replacement of seawalls, transfer of docks, and in all other matters. Because the lot owners do not own the Waterfront Strip, all transactions go through the CBHA, Inc.
- O. Each year the Cranberry Bay Homeowners Association continues to grow in membership and the Cranberry Bay and Maple Bay area continues to be one of the most sought-after home sites on Buckeye Lake. Many of the summer cottages have become dream homes that offer the excitement and ambiance of a Lake Community with a rich history.

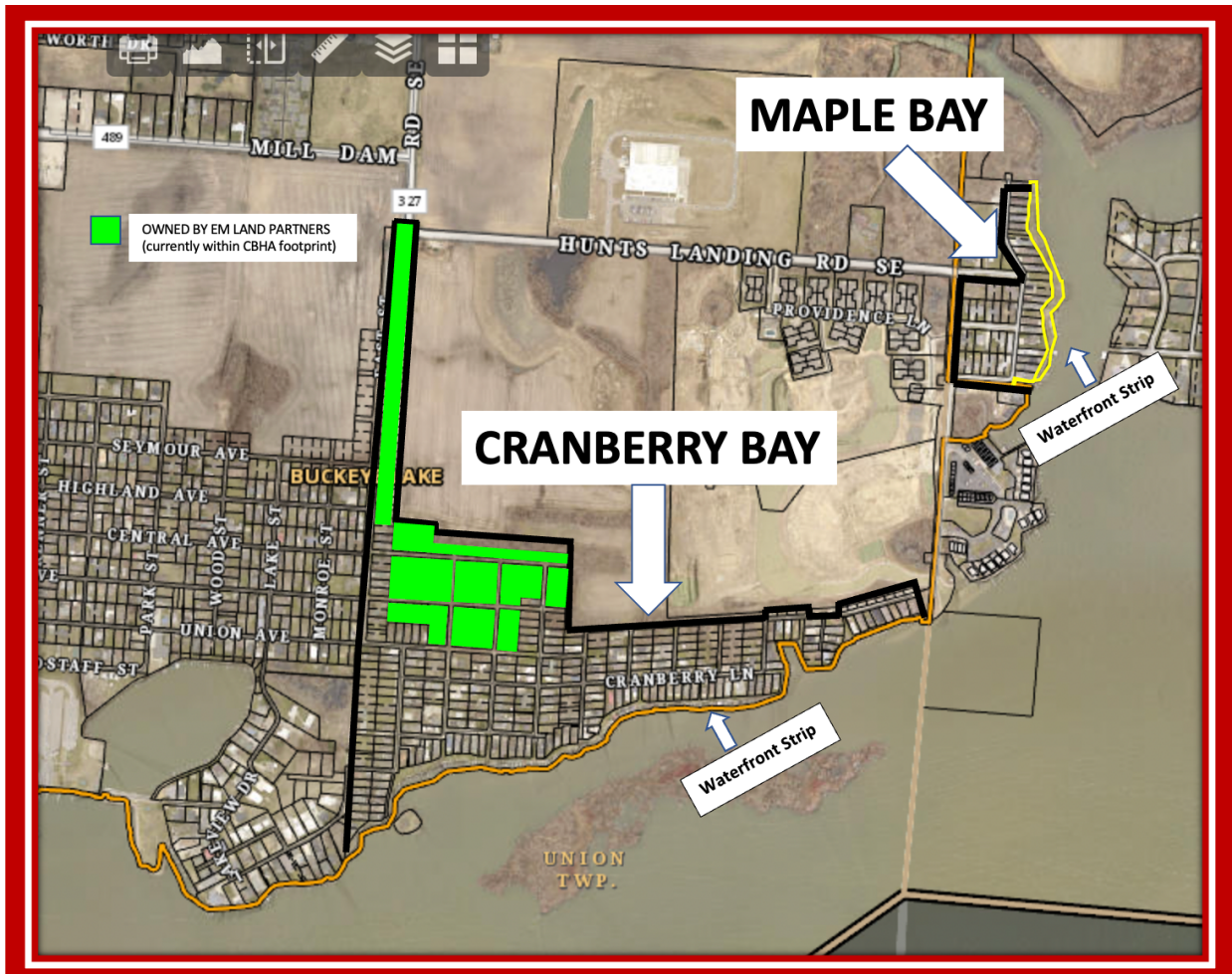
The above are excerpts from the “History” section found on www.cranberrybayhoa.com Acknowledgements are below:

2002 – The foregoing was compiled with the help of Helen T. Langel, John J. Bounds, Irma and Nelson Werkhaven, Nora and Lloyd Ballenger, Sue and Dave Sutton, and reviewed by Margaret Bounds. 2009 – Edited and expanded by Rickie Sue Grunden, Ph.D and Linda Roush. It was reviewed by Donna Braig and Charlotte Basnett. A special thanks is due the Buckeye Lake Museum staff and the Licking County Recorder’s Office for making antique maps, original documents and pictures available. A special thanks to all of the residents of Cranberry Bay who took the time to review old photographs and retell some of their recollections of life in Cranberry Bay and Maple Bay back in the day. It is a story that will continue to grow as we and future generations enjoy life at Buckeye Lake.

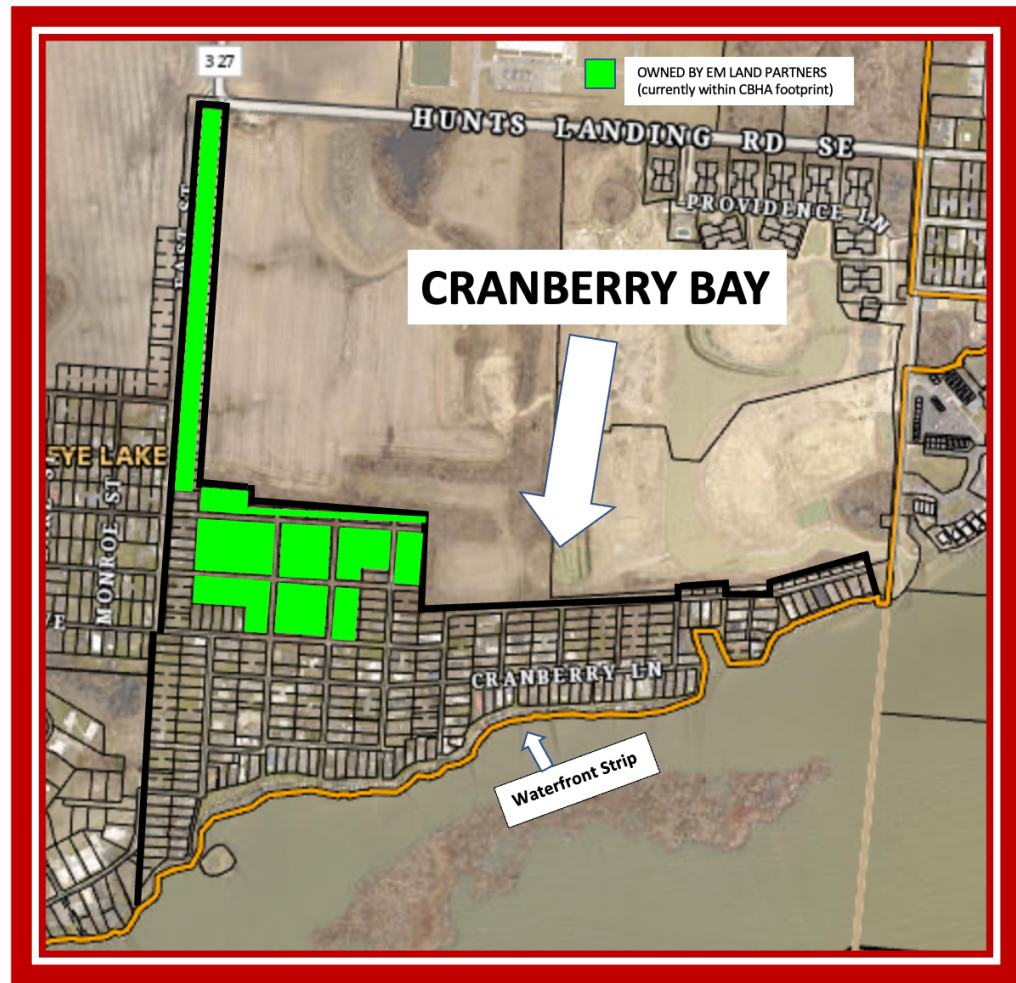
Footprint

For more information, go to www.lickingcounty.gov/depts/auditor
Use the On Trac system to search for your property.

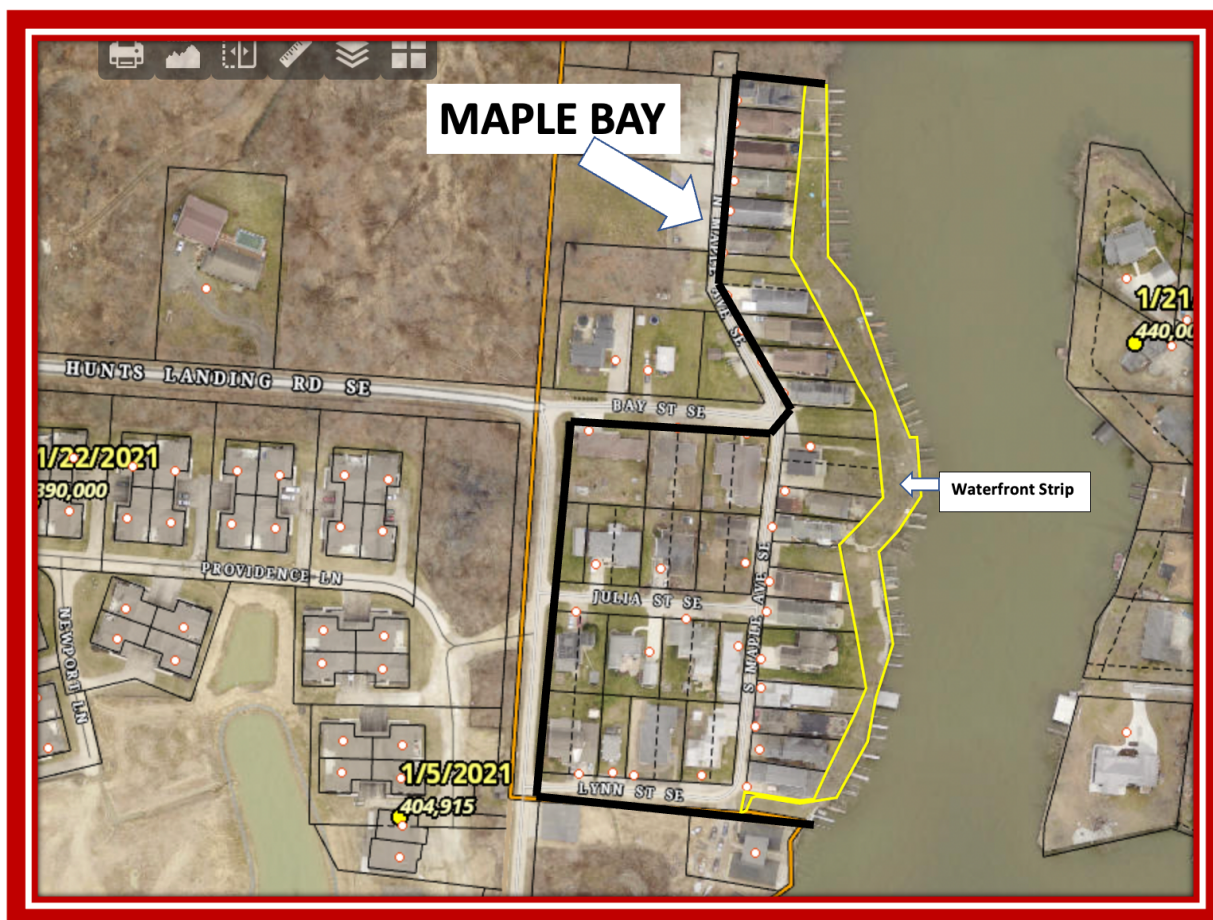
1. **CBHA FOOTPRINT** (2021- outlined in black)



2. **CRANBERRY BAY** (outlined in black)



3. **MAPLE BAY** (outlined in black)





Dock Management

A. CBHA Dock History

- a. The Waterfront Strip was conveyed to Cranberry Bay Homeowners Association (CBHA) from the Bounds Family in 2007. The Protective Covenants, the Easement documents, and the Lake Lands Agreement, and the power to enforce these documents was assigned in 2007.
- b. At the time of the conveyance of the Waterfront Strip, CBHA honored all dock spaces assigned to lot owners by the Bounds family and were on file with the Ohio Department Natural Resources (ODNR). These lot owners entered into license agreements with the CBHA by signing and receiving the CBHA DUILA. All DUILA's are on file with the CBHA in the CBHA lock box.
- c. The goal of the CBHA Dock Committee is to work with residents to maintain the inventory of over 250 docks spaces, review existing conditions of dock and seawall structures, recommend improvements and update existing documentation. They also work with ODNR to maintain records and coordinate the updating of licenses.

B. Things to Know

- a. **Dock spaces are licensed "AS IS" as a part of the property associated with it.**
- b. Only dock spaces with a CBHA Dock Use Indemnity License Agreement (DUILA) signed by the lot owner are permitted on the Waterfront Strip.
- c. In accordance with ODNR regulations, CBHA maintains records of all lot owners with DUILA's, the ODNR plate number for each dock space, and the mylar numbers assigned to each dock space.
- d. Once a property is purchased, if a dock space is assigned, it will be legally transferred at closing and remain as part of the property's deed unless the space is given up, the lot is foreclosed upon or for DUILA violations.
- e. The physical dock structure (pier, dock platform, seawall) is owned by the lot owner, but the land underneath the dock space, and the land to which the dock structure is attached, is the property of the Cranberry Bay Homeowners Association and is part of the Waterfront Strip. Therefore, all CBHA rules regarding use of the docks and water spaces must be adhered to. Being in violation of the rules could result in loss of dock space access, removal of dock permit and/or removal of dock structure by CBHA, Inc.
- f. All dock, platform and seawall repairs and replacements must be to ODNR and CBHA guidelines and specifications as posted on the ODNR and CBHA website. You can find a link to the ODNR website on www.cranberrybayhoa.com.
- g. All homeowners must file CBHA forms with CBHA to request a dock and seawall repair or replacement (DUILA). Use the CBHA Dock and Seawall Request for Construction form. (CBHA website: www.cranberrybayhoa.com)
- h. **Dock Space Licensing Renewal**
 - i. The Dock Season in Ohio is April 1st to November 30th. (ODNR)
 - ii. The CBHA Dock Committee will manage the invoicing and distribution of all ODNR Dock mylars each year for lot owners who have dock spaces.
 - iii. The invoicing process begins with the January President's letter that contains the proposed budget and dock fees for that year.
 - iv. The dock space invoice is sent out in February, 30 days after the President's letter.
 - v. All fees are due in accordance with the due date on the invoice.
 - vi. CBHA purchases all mylars from the ODNR and distributes them to all licensed dock owners by April 15.

vii. Failure to pay fees:

1. All fees not collected by the due date are subject to a late fee as established by the CBHA Trustees.
2. The dock may not be used after March 31st.
3. The dock license holder will receive a letter from the CBHA attorney terminating the DUILA with 45 days to remedy by paying the invoice plus the late fee.

C. Dock Space Dos & Don'ts

- a. All boat landings, docks and piers and the retaining wall adjacent shall be kept in good repair. An annual walkthrough by the CBHA Dock Committee is conducted to report any docks/ platforms or seawalls that are in need of repair and letters are sent to lot owners.
- b. Lot owners are not permitted to:
 - i. Build or have built or erect a boat landing, dock or pier without the written consent of CBHA, Inc;
 - ii. Permit any person not an owner or lessee of lots to keep or maintain a boat of any kind or description at such boat landing, dock or pier;
 - iii. Operate a commercial boat landing, dock or pier; have boats for hire or charge for the use of any boat landing, dock or pier;
 - iv. Assemble, congregate, loiter or commit or permit any nuisance whatsoever on the Waterfront Property and boat landings, docks or piers contiguous to the waterfront.
- c. The Waterfront Property can be used to access assigned docks by lot owners and their guests. All guests must be accompanied by lot owners, unless their contact information and dates are registered with CBHA.

D. Specific Rules for Dock and Seawall Repair and or/Replacement

- a. Prior to any construction, modification or maintenance (other than routine maintenance), lot owner must submit request for approval in writing to CBHA's Dock Committee. (See approval forms on the website).
- b. The dimension for a dock:
 - i. Pier 24'x4' (ODNR) or 2' platform over the water with a 22'x4' pier
 - ii. 4' platform over Waterfront Strip (CBHA)
- c. New Covered Docks will **NOT** be approved (CBHA) including covered lifts, i.e., Shore Stations. We are trying to retain the lake view for as many neighbors as possible.
- d. The dock, adjacent sea wall and waterfront erosion is the responsibility of the homeowner assigned to the space. (Protective Covenant and DUILA)
- e. The homeowner whose lot is contiguous to the Waterfront Property is responsible for all of the seawall and waterfront erosion adjacent to their property except for the linear footage assigned to another homeowner's lot. (Protective Covenant and DUILA)
- f. The following adopted formula will be used if a seawall has been rebuilt and a dock space is then assigned to the open area on that seawall.

Years of Seawall life remaining

Years of original seawall life expectancy*cost per linear foot*#of linear feet

Example: $\frac{16 \text{ years}}{20 \text{ years}} = (0.80) * (\$95) * (13 \text{ feet}) = \988.00

TYPE OF MATERIAL	COST PER LINEAR FOOT	NUMBER OF YEARS (DURATION)
WOOD	\$95	20 years
Steel	\$250	40 years
Rip Rap	\$60	Maintenance every 3-5 years

E. Process for Dock and Seawall Repair and or/Replacement

NOTE: NO WORK CAN BEGIN BEFORE THE APPROVAL PROCESS IS COMPLETE.

The following are the Cranberry Bay Homeowners Association (CBHA) procedures for initiating the application process to work on a dock and/or seawall for repair and/or replacement.

- a. Submit the following to the Dock Chairperson to begin the approval process.
 - i. The CBHA Dock and Seawall Request for Construction Application
 - ii. A plan for the work to be done including:
 - a. Construction details and specifications with drawing of the construction on a separate sheet.
 - b. Indicate the material to be used (such as wood, steel)
 - c. The contractor for the job with contact information on the application.
 - d. The targeted timeline of the project
 - iii. \$25.00 check made payable to CBHA. The \$25.00 fee is the Ohio Department of Natural resources (ODNR) requirement.
- b. The dock chairperson and two other dock committee members will visit the site and review the application.
- c. If a plan can be approved as submitted and ODNR and CBHA have approved the request the homeowner will be given a permit that must be clearly displayed at the work site.
- d. If the plan must be modified before approval can be given those changes will be provided to the homeowner and contractor. When all parties have been notified and ODNR and CBHA have approved the request the homeowner will be given a permit that must be clearly displayed at the work site.
- e. Upon completion of the project a final review will be done to verify that the project meets the approved plan. If the project is not completed as approved any necessary corrections will be completed at the homeowner's expense.

F. Fees

- a. Dock Transfer Fee is \$75. Paid at the time of closing.
- b. The Dock Administration Fee is currently \$65 is determined by CBHA and is invoiced annually along with the Mylar fees (determined by ODNR). This fee can and will be modified as Association costs change.
- c. Voluntary Membership fees are currently \$35 annually.

G. Additional Related Documents/Resources (www.cranberrybayhoa.com)

- a. Lake Lands Agreement
- b. CBHA Dock Transfer Form
- c. CBHA Dock and Seawall Application Process
- d. CBHA Dock and Seawall Request for Construction
- e. Dock Application
- f. Dock Design



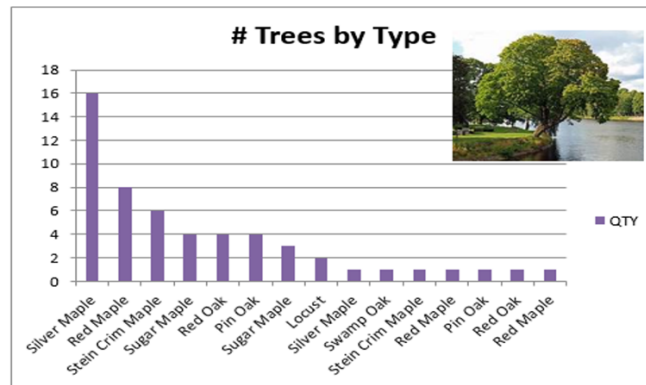
Land Management

A. Land Management Committee objectives

The Land Management Committee basically manages everything that impacts this CBHA-owned property. Their key objectives include:

a. Waterfront Strip Tree Line Maintenance

- i. Review the tree line annually with a local arborist
- ii. Manicure and/or remove existing trees
- iii. Plant replacement trees



b. Encroachment Management

- i. Maintain an inventory of existing encroachments.
- ii. Conduct an annual review of existing encroachments and notify waterfront/dock owners if anything needs repaired.
- iii. Review all new encroachment requests.

B. What to Know About the Waterfront Strip

- a. As each of you know, the CBHA owns the Waterfront strip, which is the property located between the lake and the lots/homes in Cranberry Bay and Maple Bay. Lot owners in these subdivisions have an easement (a right) to use the strip. In sum, **the strip is private property owned by the CBHA** and you have the right as a lot owner to use it in accordance with CBHA rules. As an owner of the strip, CBHA oversees its use with the goal of keeping it open for you to have access to docks. Therefore, your use of the strip should be respectful of others' use of the strip. You do not have exclusive use of the strip at any point or location on the strip.
- b. CBHA also owns access areas (easements; ingress, egress) connected to the Waterfront strip.

C. Waterfront strip – Dos & Don'ts

- a. **Typically, parking is not allowed for any type of motorized vehicle**, however exceptions have been made for maintenance vehicles or neighbors on a temporary basis as approved by CBHA. CBHA has permitted golf carts for the transportation of boating items or handicapped people to and from docks. At such times, the golf cart is not to remain on the Waterfront Strip or its access areas.
- b. **Parking is not allowed to block Easement access points.**
- c. **Lot owners and their guests can walk, sit, stand, and fish from the Waterfront Strip.**
- d. **All guests should be accompanied by the lot owner.**

- e. CBHA asks residents along the Waterfront Strip and the access areas to **mow and trim the lawn** to give their yards a uniform look. We have a beautiful waterfront and access areas because these people continue to mow it today.
- f. **Do not block people** from moving about freely on the Waterfront Strip.
- g. For those who own waterfront lots, parties and events are permitted on the Waterfront Strip, but a clear path must be maintained for other lot owners to pass through.
- h. At the same time, people who live off the water can sit on their docks and boats as well as along the Waterfront Strip and enjoy the Lake. They cannot share the yards of those who live along the Waterfront Strip. **We are not encouraging loud music or loud talk.**
- i. **No fireworks** on the Waterfront Strip or on the docks.
- j. The Waterfront Strip is not a dog park. If you have your dog with you, keep it on a leash and pick up after it.
- k. The Waterfront Strip is not to be used to park boats and trailers for the off season.

D. Encroachments –Dos & Don'ts

- a. **Lot owners are not permitted to build fences, porches, or such improvements on the strip without permission of CBHA.** Any personal improvements placed on the strip by lot/home owners are **encroachments** and are trespassing. The CBHA has worked very hard to make the strip open and “passable” so you can use it for walking and viewing the lake.
- b. Encroachments typically include such things as decks, patios, walkways, deck pads, landscaping, firepits, electrical and drainage.
- c. **All requests for new encroachments or repair/replacement of existing encroachments MUST BE APPROVED by the CBHA Land Management Committee.**
- d. Owners will declare in writing what items of their property are currently on CBHA property with the dimensions of decks, patios, and landscape treatment upon CBHA request.
- e. Owner agrees to keep and maintain liability insurance on their docks and all items of construction and landscaping placed on CBHA property and provide proof of the same to CBHA upon request.

E. Additional Related Documents/Resources (www.cranberrybayhoa.com)

- a. Grant of Easements
- b. Amended Grant of Easements
- c. Declaration of Encroachments on CBHA Waterfront Strip



Architectural Review

A. Architectural Review Committee objectives

- a. Our goal is to maintain and improve the integrity and beauty of our neighborhood while improving the value of our homes.
- b. The Architectural Review Committee is responsible for review of all applications for building or construction projects which could include patio, driveway, fencing or any other major home improvement or renovation.
- c. CBHA building requirements are secondary to Licking County, Licking Township and BL Village zoning rules and regulations.

B. Architectural –Dos & Don'ts

- a. Homeowner's who are improving their Cranberry Bay or Maple Bay properties must submit an Architectural Review Application (ARA) to the Architectural Review (AR) Committee.
- b. The AR Committee has the right to reject any project for aesthetic or other reasons if in their reasonable judgment the proposed dwelling or building, or additions to an existing building, does not conform to the type of architecture or quality of existing buildings in said additions.
- c. Improvements include: new construction, parking areas, patios, fences and exterior remodeling of an existing structure (It does not include new replacement roofs and replacement siding)
- d. **Property lines & Setbacks**
 - i. All projects must stay within the homeowner's property lines following the setbacks listed below (Including movable storage buildings).
 - ii. In Buckeye Lake, any new construction must have set backs from the property lines of:
 - 1. 20' from the front (road)
 - 2. 5' on each side and
 - 3. 10' from the back (including lake front properties on the waterfront strip).
 - iii. In Maple Bay (Licking Township), any new construction must be:
 - 1. 30' from the front (road)
 - 2. 10' on each side
 - 3. 15' from the back (including lake front properties on the waterfront strip)
- e. **Parking lots & Patios**
 - i. Parking lots and patios that are level with the ground or road may go to the property line, but not over.
 - ii. No raised patios or parking areas are allowed in the setback areas.
- f. **Fences**
 - i. Fences must be at least 1" inside the lot line and must follow Village or Township guidelines.
 - ii. No fences on Cranberry Bay or Maple Bay waterfront lots are allowed to run parallel to the lake or be within the setback limits on the sides and shall not be higher than 36 inches.
 - iii. All fences must be see-through type fences (I.E. picket fences).
- g. In no event shall any new dwelling be erected on any lot that the cost of construction is less than \$50,000.
- h. Projects that include replacing an existing structure, in most cases, will be approved unless there is an extreme violation of the required setback that is causing or has caused major problems.
- i. All projects must be completed in one (1) year from the date of approval.

j. **Landscaping**

- i. Flower and Tree plantings shall not be placed within the 10' lake front set back area on all lake front properties.
- ii. Flower and Tree plantings shall follow Village or Township guidelines for all off lake properties.

C. Approval Process

- i. The ARA must have the following information attached:
 1. The ARA forms
 2. A survey plot map of the homeowner's property
 3. A copy of the Auditor's plot map of your lot and the neighbors lots on each side of your lot. (www.lickingcounty.gov/depts/auditor)
 4. A complete design drawing for all new construction
 5. A copy of the Zoning permit. If the Zoning permit is issued after CBHA AR committee approval, the project will be tentatively approved until a copy of the Zoning permit is received.
- ii. Once an ARA is received, the AR Committee has 30 days to review the application and approve or disapprove. It is best if the committee reviews applications ASAP. Failure to review an application within 30 days gives the applicant automatic permission to proceed with their project with Village/Township Zoning approval only.
- iii. Presently, the Village of Buckeye Lake will issue a zoning permit prior to CBHA AR review approval. Cranberry Bay residents must also get CBHA AR approval prior to starting the project. **NO PROJECTS CAN PROCEED WITHOUT CBHA APPROVAL.**
- iv. Licking Township (LT) Zoning requires the Maple Bay homeowners receive CBHA AR approval prior to them issuing a Zoning permit. Once the homeowner receives their LT zoning permit, they shall send a copy to the CBHA AR committee for their file. Licking Township Zoning Inspector is _____ ph. _____.
- v. After receiving an ARA from a homeowner, the committee chair will schedule a review meeting and at least 3 or more AR Committee members will evaluate the project.
- vi. The homeowner shall make sure that their survey pins, that match the survey plot map, are visible for the AR committee when they review the project. No pins, no approval!!
- vii. If the project is approved, the AR committee chair will issue a permit sign to the homeowner.
- viii. The homeowner will have one year to complete the project.
- ix. The applicant will receive a final review when the project is completed to make sure the project was completed as proposed.

D. Additional Related Documents/Resources (www.cranberrybayhoa.com)

- a. Architectural Review Application
- b. Architectural Improvement Rules



CBHA Management

Cranberry Bay Homeowners Association is run by the Cranberry Bay and Maple Bay communities. The Board of Trustees is comprised of 13 volunteers. Two important documents governing how the HOA is managed is the Protective Covenants and the Code of Regulations which can be found on www.cranberrybayhoa.com.

The Trustees meet every month from March through November. Members are welcome to attend. A Spring Membership meeting is planned to kick off the new boating season and our Annual Business Meeting is held in the Fall.

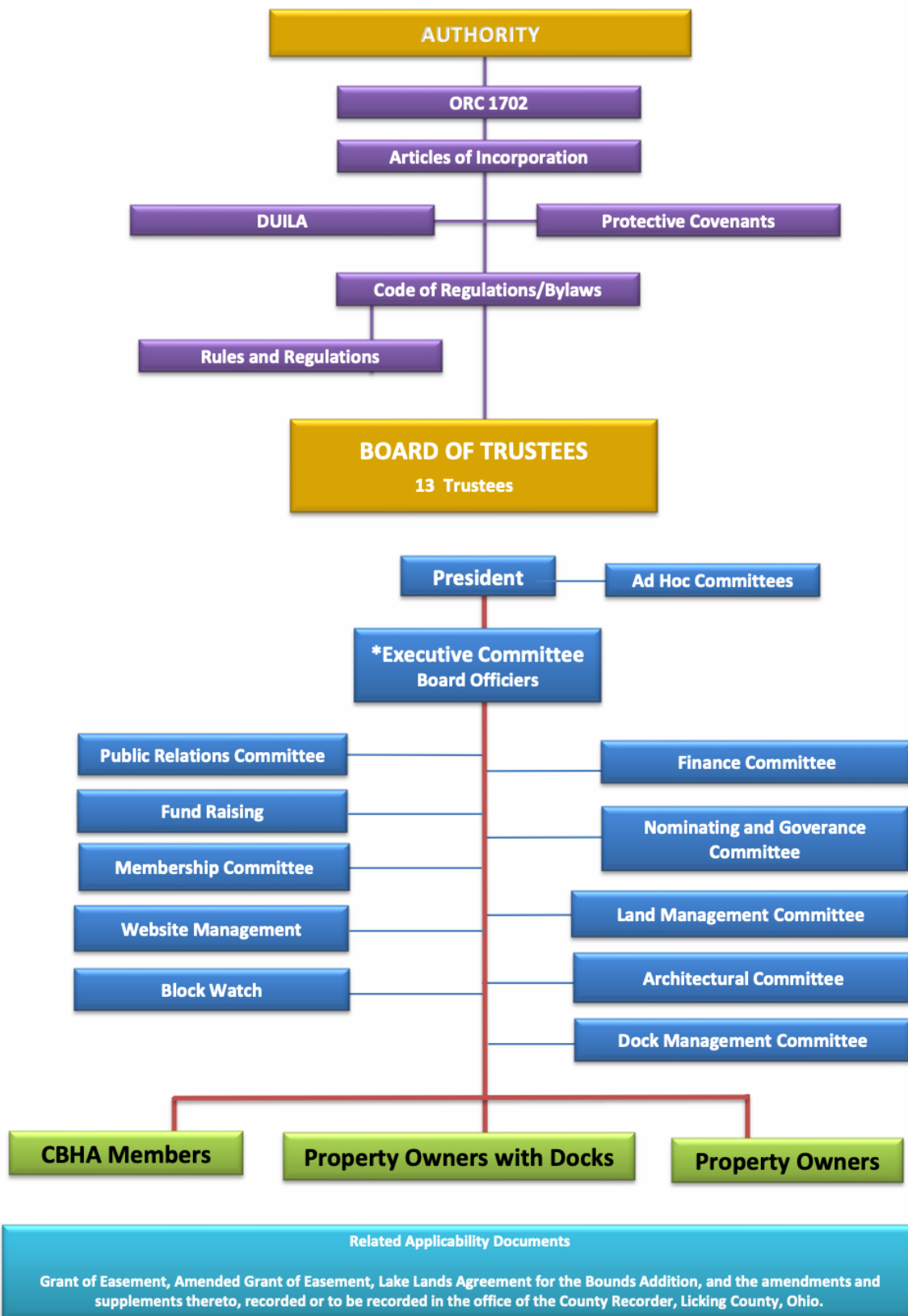
Cranberry Bay and Maple Bay land owners are encouraged to:

- a. Become a member of CBHA.
- b. Learn about our community, its history, and the rules that help us maintain a beautiful and safe neighborhood.
- c. Get involved by joining a committee.
- d. Share any concerns or ideas.

A. Trustees

- a. All Trustees are volunteers. There are a total of 13 Trustees.
- b. Trustees are elected by the CBHA Membership every year and serve a three-year term.
 - i. Terms are staggered to allow for continuity.
 - ii. Terms extend from November through October
- c. Trustees represent the community and manage the business affairs of the Association.
- d. The Code of Regulations defines the rules and regulations for the election of Trustees and Officers. (See the legal section or the website for the Code of Regulations)
 - i. Sections 2.5 addresses eligibility, defines majority, quorum and proxies.
 - ii. Section 4.2 through 4.6 describe the number and qualifications of Trustees, the Trustee election process, the elections process for officers and the process if there is a vacancy.
- e. **Calendar of Election Events:**
 - i. **July** - "Call for Nominations" via email and website, along with a CBHA Trustee Nomination Application form.
 - ii. **August** - Second "Call for Nominations" via email, along with a CBHA Trustee Nomination Application form. Trustee Nomination Applications are due to the Chair by 8-31-20XX
 - iii. **September** – The Applications are assembled and presented to the current Trustees for discussion and approval
 - iv. **October** – Election of Trustees by the Membership (either at a meeting, by proxy or by mail). If the number of applications equals the number of open Trustee seats, then the election will be considered "uncontested" and a formal election of membership will not be required.
 - v. **November** – election of Officers at the last Trustee meeting of the calendar year.
- f. **Trustee Meetings**
 - i. The Trustees meet every month from March through November. Members are welcome to attend.
 - ii. General Membership meetings are planned in the Spring and Fall.

CBHA INC AUTHORITY AND ORGANIZATIONAL CHART



B. Committees

Consider getting involved by joining a committee. You can dedicate as much or as little time as you would like. The list of Committees is below:

1. Dock Management
2. Land Management
3. Architectural Management
4. Finance/Invoicing
5. Website
6. Nomination
7. Fund Raising
8. Public Relations – Public Events
9. Membership
10. Governance Documents

C. Membership

a. Benefits of Membership

i. Social Events: As mentioned above, the CBHA sponsors social events throughout the year such as:

1. Spring and Fall General Membership Meetings

- a. During these meetings, the CBHA Trustees provide an update on various topics such as land development, dock management, membership and upcoming social events.
- b. You also will hear from various experts around the Buckeye Lake Region who will provide updates on such topics as area development & revitalization, water quality, and events taking place around the lake.
- c. It also gives members a chance to ask questions and interact with one another.

2. Summer Neighborhood Picnic

- a. The picnic is usually held on the waterfront during the summer months.
- b. All residents are invited to bring a dish and enjoy some live music, good conversation and friendship.

3. CBHA Golf Outing

- a. All are welcome to bring a foursome to the CBHA Golf Outing, usually held on the last weekend of September.
- b. This event is always a great time and prizes from local business are awarded.

ii. Get Involved:

1. Each member has 1 vote on amendments to the CBHA Code of Regulations per membership.
2. Long-term renters can become Auxiliary members. They do not have voting privileges.
3. Join a committee.
4. Speak out when you see something or have questions.
5. Stay informed on what's happening within the neighborhood with regular updates from the Board.

b. How to Join?

1. Complete the Membership Form.
2. Cost for membership is \$35 annually (\$20 for Auxiliary members)
3. Send your completed form to CBHA, PO Box 1565, Buckeye Lake, OH 43008.

D. Additional Related Documents/Resources (www.cranberrybayhoa.com)

- a. CBHA Trustee Nomination Application
- b. CBHA Proxy Form
- c. CBHA Membership Application



Short-Term Rentals (Airbnb, VRBO, etc.)

Our main goal is to maintain a cohesive, well-maintained, relaxing and safe environment for people to live, visit, and enjoy the lake with family and friends. For this reason, if you are renting your home for short-term periods, we kindly ask that you:

1. Obtain a permit to list your property from the Village of Buckeye Lake (if in Cranberry Bay).
2. Screen your renters (if possible).
3. Clearly post rental and community rules within your property.
 - i. This should include use of docks and the Waterfront strip.
4. Ask renters to maintain an acceptable noise level during their stay.
5. Clearly communicate appropriate parking areas.

Short-Term Rental Do's & Don'ts

1. Docks, Dock platforms and Dock spaces **CANNOT** be used by short term renters without the owner present.
2. Short-term renters **ARE PROHIBITED** from being on the Waterfront Strip without the owner present, unless they are registered with CBHA.
3. All CBHA rules apply to short-term renters.
4. Violations to CBHA rules pertaining to the use of docks could result in your dock license being revoked.