

**Collins Place Homeowners Association**  
**Standard Operating Procedures for:**

**Lake Usage and Maintenance**

**SOP No. 8A**

**Issue Date: 3/9/17**

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**Revision Date: N/A**

**Last Annual Review:**

**Approved by: Collins Place Board**

- I. **PURPOSE:** The purpose of this Standard Operating Procedure (SOP) is to provide a guide for the use of and maintenance of the lakes in Collins Place subdivision.
- II. **APPLIES TO:** This SOP applies to all property owners in Collins Place subdivision.
- III. **RESPONSIBILITIES:** It is the responsibility of all property owners to follow these guidelines. It is the Lake Lot Owners Committee's and the Board of Directors' responsibility to review and act upon lake-related issues and requests.
- IV. **DEFINITIONS:**

**Common Properties:** The term "Common Properties" means and refers to those areas of land shown and labeled as Common Areas (including the Lake in the property) on the official final plat of any filing of Collins Place Subdivision and dedicated to the Association.

**Lake Maintenance Committee:** A volunteer committee comprised of owners of lake front properties who share the common goals of proper and respectful use and maintenance of the lakes.

**Owner:** The owner of record, whether one or more persons or entities, of the fee simple title to any lot, including the Developer of the subdivision. (The Developer and licensed contractors of new homes are exempt from assessments. See C&Rs, Part VI, Section 6.1)

V. **PROCEDURES:**

A. **Exclusive Use and Maintenance:**

Lake lot owners collectively have exclusive maintenance, management, and authority over the lake, its shoreline, fountains and wells, lighting, etc. and are each responsible for properly landscaping and maintaining their individual property's lake frontage. (See C&R Section 7.5.) The lakes are common area shared by all lake lot owners.

The lakes are for the sole use of lake lot owners and their guests. Guests who are fishing or otherwise using the lake must be accompanied by the homeowner at all times. Homeowners are responsible for the conduct of their guests and children and shall be liable for any damages that such may cause to any private property, servitude or common area.

The use of all or any part of the lakes shall be at the user's risk. The Collins Place Homeowners Association (CPHA) is not responsible or liable for any loss, damage, or injury to any person, homeowner, guest or property.

B. Recreational Use of Lakes:

1. Swimming is not permitted in the lakes.
2. Motorized watercrafts are not permitted on the lakes.
3. All children 16 years of age or younger must wear a U.S. Coast Guard approved personal flotation device (PFD) while underway in a vessel less than 26 feet long. The PFD must be securely fastened and of proper size. (See website of La. Dept. of Wildlife and Fisheries; Boating and Equipment Requirements.)
4. Watercraft kept around the lakes should be stored so as to not interfere with foot traffic around the lakes.
5. Watercraft is not permitted on the lake after dark.
6. All fish caught must be released back into the lakes.

C. Lake Maintenance:

1. Discharge or disposal of sewage, garbage or other waste material into the lakes, on the shoreline or lake access area is prohibited.
2. Backwashing of swimming pools into the lakes is prohibited.
3. Landscape fertilizer shall not be allowed to enter the lakes at any time.
4. No shrubbery or lawn trimmings of any kind shall be thrown into or discharged into the lakes other than normal discharge from mowers during grass cutting or edging.
5. Application of aquatic chemicals is not permitted without the prior approval of the Board of Directors and Lake Maintenance Committee.

D. Shoreline Maintenance:

1. Individual property owners must request approval for use and implementation of erosion control measures in advance. Such requests are to be submitted via ACC request to the Property Management Company. The request will be forwarded to the Board of Directors and Lake Maintenance Committee for consideration.

The placement of riprap material, cinder blocks, sandbags, bulkheads or other materials/measures for erosion control is not permitted without prior

approval. Placement of such without approval may require removal at the owner's expense.

2. The Lake Maintenance Committee will periodically assess the:
  - a. Need for planting of native grasses/plants to facilitate erosion control in areas around the lakes;
  - b. Need for nutria removal; and
  - c. Other lake maintenance issues,

And prepare and submit such proposal(s), when deemed appropriate, to the Board of Directors.

**E. Fishing Piers/Decks and Other Structures on the Lakes:**

1. Piers and decks will be considered on a case-by-case basis.
2. Minimum specifications and requirements which must be met include:
  - a. The structure may not project more than 10' into the lake.
  - b. The structure must be constructed of treated lumber and may be stained or painted a natural wood color.
  - c. The entire structure must be enclosed with a capped, 30" railing for safety purposes and have a latchable gate at the entrance of the pier or deck.
  - d. Structure flooring must be properly designed and constructed. No plywood flooring is permitted.
  - e. Support poles must be of the proper size and must be properly spaced for maximum safety.
  - f. Permanent covers will be considered on a case-by-case basis.
3. Only furniture and items intended for outdoor use may be stored/used on the structure.
4. Piers/decks and other structures must be maintained in good repair. Failure to properly maintain or make timely repairs may result in the maintenance being performed by a subcontractor at the owner's expense.
5. In the event a pier/deck is removed, the owner must remove all parts of the structure (including pilings) and properly dispose of the remnants.

**VI. APPENDICES: N/A**

**VII. REFERENCES: Declaration of Covenants and Restrictions for Collins Place, Second Filing, Part VII, General Covenants, Obligations and Restrictions, Section 7.5.**