

Riviera West Governing Documents

Riviera West Fire Prevention Policy and Procedure

It is the intention of the Riviera West Country Club to promote and enforce measures to prevent and/or reduce the danger of wildfires within the community; to increase structure survivability during wildfire conditions; and to maximize the safety of Riviera West's residents.

Section 1: Definitions

- A. **Defensible Space:** The required space between a structure and wild land area that, under normal circumstances, creates a sufficient buffer to slow or halt the spread of wildfire to a structure. This space protects the home from igniting due to direct flame or radiant heat and provides protection for firefighters defending a home.
- B. **Zone One:** A defensible space that extends outward up to 30 feet from homes, buildings, decks, etc.
- C. **Zone Two:** A defensible space that extends from 30 to 100 feet outward from homes, buildings, structures, decks, etc.
- D. **Ladder Fuels:** Low-level vegetation that allows fire to spread from the ground to tree canopies or structures.

Section 2: Requirements for Fire Prevention

A. Zone One

- a. Spark arrestors are required on chimneys and all combustion engine equipment (such as lawn mowers).
- b. Remove that portion of any tree that extends within 10 (ten) feet of the outlet of a chimney or stovepipe.
- c. Maintain any tree, shrub, or other plant adjacent to or overhanging a building or other structure, free of dead or dying wood. It is recommended, but not required, to remove all trees, branches and vegetation that is within 10 feet of any structure.
- d. Remove all dead or dying vegetation.
- e. Remove leaf litter (dry leaves/pine needles) and other debris from yard, roof and rain gutters.
- f. Relocate woodpiles or other combustible materials into Zone Two.
- g. Remove combustible material and vegetation from around and under decks.
- h. Remove or prune vegetation near windows.
- i. Remove "ladder fuels" (low-level vegetation that allows the fire to spread from the ground to the tree canopy). Create a separation, between low-level vegetation and non-vegetative materials such as patio furniture, wood piles, swing set, etc., from tree

branches. This can be done by reducing the height of low-level vegetation and/or trimming low tree branches.

- B. **Zone Two** (*It is recognized that not all lots in Riviera West are large enough to accommodate the 100-foot defensible space requirements*)
- a. Remove “ladder fuels.”
 - b. Cut or mow annual grass down to a maximum height of 4 inches.
 - c. Loose surface litter, normally consisting of fallen leaves or needles, twigs, bark, cones, and small branches, shall be permitted to a depth of 3 inches if erosion control is an issue.
 - d. Trim trees regularly to keep their branches free of dead or dying wood.

Section 3: Annual Fire Safety and Prevention Procedure

- A. Each year the Riviera West Country Club will mail a postcard to every property owner whose lot(s) is not in compliance with this Policy. The Postcard will include:
- a. Date of the inspection.
 - b. Owner's name and the Riviera West property address(es).
 - c. The specific out of compliance issues and level of severity boxes checked.
 - d. Riviera West contact information.
- B. All property owners, who receive a postcard, are expected to have their property in compliance with the requirements for fire prevention outlined in **Section 2** within 45 days of the mailing date of the notice.
- C. Follow up inspections will be conducted by the Fire Prevention Committee’s trained members at the close of the compliance period. Parcels deemed out of compliance with the **Riviera West Fire Prevention Policy and Procedure** will be fined per this policy's fine guidelines.
- D. Fine invoices shall be addressed to the last known address of the property owner on file in the Country Club office. Property owners are responsible for insuring the Country Club office has their current address on file.
- E. Property owners may appeal the findings of the Fire Prevention Committee by written letter addressed to the Riviera West Country Club Board of Directors (c/o Riviera West, 8475 Harbor View Drive, Kelseyville, CA 95451; attention Fire Safety) **within 10 days of receipt** of the non-compliant notification. Within 10 days the Board of Directors shall respond to the appeal by modifying or sustaining the findings of the Fire Prevention Committee and/or modifying the time line for compliance.
- F. Property owners may also request an **in-person review** at the next scheduled Riviera West Country Club Board meeting. It is the property owner's responsibility to schedule this review with the Board and to attend at the scheduled date and time.
- G. If fines are paid upon the sale of a property, the new owner will be responsible for cleanup within 30 days of legal ownership.

- H. If after the prescribed time, the fire hazard has not been abated the Board may proceed with the following:
- a. Begin Fire Abatement (clearing lots) Procedure: If special funds are available, the Board of Directors may direct the clearing of the property and a special individual assessment will be placed on the owner's account to recover the costs, as well as any applicable fines. Special assessments are subject to a lien being recorded against the property, and/or
 - b. Report the property to Lake County Code Enforcement Division for action by the County.
- I. Inspections for dead and dying trees shall occur on a year-round basis in accordance with the following procedure:
1. At any time during the year when a dead or dying tree is observed by a community member and verified by a member of the Fire Safety Committee, a notification will be sent to the property owner that includes:
 - a. Date of the verified inspection
 - b. Owner's name and the Riviera West property address(es)
 - c. Statement of tree(s) condition and required corrective action
 - d. Riviera West contact information
 2. Property owners who receive a notification are expected to remove or have removed the dead or dying tree(s) within 45 days of the mailing of the notification. Portions of a fallen tree trunk in excess of 10 inches in diameter may be left on the ground. All other tree debris must be chipped on the property or removed.
 3. Owners who do not comply with the notification to remove dead or dying trees shall be fined per this policy's fine guidelines.
 4. Notifications shall be addressed to the last known address of the property owner on file in the HOA Office. Property owners are responsible for ensuring the HOA Office has their current address on file.
 5. Property owners may appeal the findings of the Fire Prevention Committee by written letter or the Dispute Resolution Form addressed to the Riviera West HOA Board of Directors within 15 days of receipt of the non-compliant notification. Within 10 days the Board of Directors shall respond to the appeal by modifying or sustaining the findings of the Fire Prevention Committee and/or modifying the time line for compliance.
 6. If fines are paid upon the sale of a property, the new owner will be responsible for cleanup for the upcoming season.
 7. Property owners may request an in-person review of their notification at the next scheduled meeting of the Board of Directors or Executive Committee. It is the responsibility of the Owner to schedule this review and to attend the meeting on its scheduled date and time.

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