

## Documents Committee Meeting Minutes from May 4, 2016

Committee Members Present: Gary Blanchette, Joy Parker, Jill Stevens, Steve Anderson, Alexis Sevcovic, Karen Brunette, Jalyn Outsen,

Board Liaison Present: Jean Reed

Homeowners: Rich Sevcovic, Carol Poulson

The meeting was convened at 2 PM.

Gary welcomed Jill Stevens as a new member of the Documents Committee.

The purpose of this meeting was to review the requirements (Shalls) specified in the Rental Amendment and ensure they are addressed in the Rental application process.

We reviewed the Application for Rental Form that the Office Manager has been using, and forwarded recommended changes for review.

The topics addressed today were:

- We recommend that notification be sent by the Board to all homeowners that are currently renting to notify them that they need to complete the Application for Rental form now (even if they are Grandfathered in).
- Recommendation that the “Application for Rental” is an agreement between the Homeowner and the HEOA that, when approved, authorizes the Homeowner to rent their property (This is NOT an agreement between the Renter and the HEOA).
- Discussion that there are some Amendment Requirements that need to be addressed outside of the Application for Rental Form.
- We recommend that a Rental Procedures Document be developed that addresses:
  - Application for Rental Form (Homeowners to HEOA)
  - Renters Key Policy
  - Renters orientation letter
  - Renters information sheet
  - Requirements for access by Tenant to Common Ground
  - List of items that must be included in the Lease between the Homeowner and their Tenant (they include, but are not limited to):
    - RV inspection requirements (as applicable)
    - Occupancy restrictions
    - Pet restrictions
    - Delinquent Assessment collection policy
    - Acknowledgement that Lessee has read and will comply with HEOA Governing Documents
    - Lease extension requirements

We recommend continuing to use the Rental Application form the Office Manager has been using until the new Policy can be drafted.

The next meeting will address the items that should be included in the Rental Policy Procedures.

Meeting was adjourned at 4 PM

Minutes submitted by Gary Blanchette