

Documents Committee Meeting Minutes from May 18, 2016

Committee Members Present: Gary Blanchette, Steve Anderson, Alexis Sevcovic, Karen Brunette

Board Liaison Present: Jeff Carter, Jean Reed

Homeowners: Rich Sevcovic

The meeting was convened at 2 PM.

The purpose of this meeting was to continue the discussions on establishing the Rental Procedures and supporting documents.

We discussed the step by step process we recommend that the Homeowner should follow when applying to rent their property. The recommendations are:

1. Homeowner Contact Office Manager (OM) to determine if the Rental Pool limit has been met.
 - a. If the limit exceeded, the Homeowner can request in writing to be placed on a "Wait List" (Alexis will work with Office Manager to craft a form letter to be used to apply for the "Wait List").
 - b. When a space in the "Rental Pool" becomes available, the first person on the Wait List will be notified of the opening and given the opportunity apply to the Rental Pool.
2. When a property is eligible to enter the Rental Pool the homeowner completes and submits the "Request for Rental" form (*should there be a Administrative fee for processing the application?*).
 - a. From the date the Request for Rental Form is approved, the Homeowner has 90 days to find a tenant, complete the leasing process and have the tenant ready to move in.
 - b. The Homeowner provides the OM with a copy of the Lease
3. The Tenant registers with the Office Manager, and completes the Registration Packet **before** occupying the property (*Registration Packed is under review*).
4. The Tenant moves on to the property.
5. If the lease is extended, the Homeowner will provide the Office Manager with a copy of the lease extension.
6. When the Tenant moves out, the OM is notified.

The process described above will be captured in a "Rental Policy and Procedure's" document and routed for further review and further comment before finalizing the process.

There was discussion of how the HOA can ensure that Homeowners comply with the Rental Policies. Those recommendations will be forwarded to the Board for consideration/action.

The "Application for Rental" was reviewed and changes were proposed. Those changes will be incorporated, and distributed for review.

There was discussion of how documents will continue to be reviewed by the Committee during the Summer.

Meeting was adjourned at 4:30 PM

Minutes submitted by Gary Blanchette