

Documents Committee Meeting Minutes from November 16, 2016

Committee Members Present: Gary Blanchette, Julie Richards, Karen Brunette, Pam Donegan
Board Liaison Present: Jeff Carter, Jean Reed
The meeting was convened at 1 PM.

Purpose: Review incorporation of changes proposed to the Rental Documents package at the meeting on Nov 3.

We reviewed Rental Package Forms to ensure that the changes proposed at our last meeting were incorporated correctly and recommended additional changes we would like to consider.

The Forms reviewed were:

- Request to Rent (Name changed from “Application to Rent/Lease”)
- Homeowners Acknowledgement of Rental Restrictions
- Authorization to Rent
- Waiting List Application (**Not Applicable to Grandfathered Lots**)
- Renter/Lessee Information
- Rescinding Authorization to Rent (**Not Applicable to Grandfathered Lots**)
- Notification of Removal from Waiting List (**Not Applicable to Grandfathered Lots**)

There are other Rental forms that were previously approved by the Board that did not require any changes. They are:

- Renters Key Deposit
- Pet Registration
- RV Inspection
- Renters Orientation Letter

Final comments/recommendations were made, and will be incorporated in the Forms before they are forwarded to the Board for Review/Action within the next few days.

After the forms are forwarded to the Board for consideration, no further action will be taken on these forms by the Committee unless they are referred back to us by the Board.

The Board has not assigned us any other documents to review at this time. The next meeting will be scheduled after the first of the year (earlier if we get new tasking).

Meeting was adjourned at 2:45 PM
Minutes submitted by Gary Blanchette