



Policy ADM-02

RENTERS & NON-OWNER RESIDENTS

10 REFERENCE(S)

- Amended CC&R, Article IV, Section 4.11
- Board Motion 2004-022, amended by Board Motion 2013-057

2.0 PURPOSE

The purpose of this policy is to verify that the term of a rental or lease agreement is for at least six (6) months (CC&R 4.11), establish procedures to identify residents entitled to have a RFID Tag or a Key Card, and maintain contact information for all residents in Indian Summer so they can be included in our community-wide events and communications (*see Renter Non-Resident Information Form) This policy applies to renters as well as to other adult non-owners, including but not limited to: relatives, partners, life tenants who reside in an owner's home.

3.0 POLICY

- 31** With the exception of matters directly connected to lot or home ownership, renters and non-owner residents within the ISHOA community shall enjoy the same privileges and responsibilities as lot or home owners.
- 32** The homeowner shall be responsible for compliance by the renter/non-owner resident with the Declaration of Covenants, Conditions and Restrictions for the Indian Summer Residential Community, policies and other applicable rules.
- 33** Homeowners are required to:
 - 33.1** Provide renters and non-owner residents with a copy of the Key Compliance Standards (Exhibit A) and directions for accessing the CC&Rs and policies on the Indian Summer website (www.ishoa.org).
 - 33.2.** Provide a copy of the rental or lease agreement to ISHOA's management company for verification of the term.
 - 33.3.** Provide a completed Renters and Non-Owner Residents Information Form (Exhibit B) to ISHOA's management company, form available on the Indian Summer website (www.ishoa.org).
 - 33.4.** Submit a revised Renters and Non-Owner Residents Information Form whenever renters/non-owner residents move out, move in, or whenever any



other change in resident information takes place, including but not limited to: marriage, divorce, name change, additional residents, new phone numbers. Owners must decide if the Renter/Non-Owner Resident will have an RFID Tag and/or Key Card.

The Homeowner must inform the Management Company of:

- Lost Key Card
- Change in renter (so that)
 - Any previously issued RFID will be deactivated
 - Any previously issued Key Card will be deactivated
- Termination of access to service providers
- Sale of residence
- Failure to ensure that the ISHOA and its Management Company have current, complete renter and/or non-owner resident information such as adult non-owners, including but not limited to: relatives, partners, life tenants who reside in an owner's home will result in a fine as stated on the Fees and Fines Schedule for failure to report the above listed items

34 Renters and Non-Owner Residents are required to:

- 34.1 Read and comply with the Indian Summer CC&Rs and policies provided on the Indian Summer website www.ishoa.org.
- 34.2 Cooperate in providing complete and accurate contact information for the management company

35 Community Liaison Chairperson is required to:

- 35.1 Ensure the new renter/non-owner resident is visited by a committee member and given the same welcoming package as provided to home owners.
- 35.2 Obtain the new residents preferences regarding inclusion in the Directory and receipt of newsletters, notice of community events, etc., and ensure they are entered into our resident communications systems accordingly.

4.0 RESPONSIBILITY FOR POLICY

The Board or its delegate is responsible for enforcing, maintaining and keeping this policy current and to obtain Board approval of changes, as necessary.

5.0 EFFECTIVE DATE AND RECORD OF AMENDMENTS

03/03/2004, Original Policy 2004-02, Board Motion 2004-022, effective on rentals occurring on or after May 1, 2004.

10/17/2013, Amended Policy per Board Motion 2013-057; re-numbered policy to number 2004-003, added requirement to provide copy of rental agreement + minor updates. Effective November 16, 2013.

03/19/2015, Reformatted and renumbered policy to ADM-02 (per new policy ADM-01, Policy Numbering and

Format), Board Motion 2015-011.

08/19/2019, Amended Policy per Board Motion 2019-039; corrected a miss-spelled word. Effective September 16, 2019

05/18/2020, Amended Policy per Board Motion 2020-036, adding new key card system language, adding fine language for non-compliance, updating website information

10/17/2022, Ammended Policy per Board Motion 2022-086, adding more detail to the fine language for non-compliance.