

Residency Application Committee

Revisions to Policies and Procedures

Purpose: The Residency Application Committee (RAC) was formed in January 2016 to ensure that all residents residing in Sandpiper meet the residency requirements as outlined in the Restrictive Covenants for the Sandpiper Property Owners Association.

A. Committee:

1. The committee will consist of three members plus an alternate appointed by the Board of Directors.
2. Decisions will be made by a quorum of at least two members. Any application that cannot be approved by the RAC will be referred to the Sandpiper Golf and Country Club Board (herein after "POA Board") for decision. The RAC will not deny an application as that application will be referred to the POA Board.
3. A chairperson will conduct the business of each meeting and minutes will be kept by a designated secretary.
4. The RAC Chair shall have access to all residency files in the office necessary to carry out its responsibilities.

B. Application Process:

1. All new homeowners, new renters, or new occupants must make an application to the POA Board's RAC.
2. In addition to a written application that gives permission to conduct a background check, all applicants must submit a photo ID and money to cover the cost of USA or foreign background checks. (Cost may vary depending on company providing service and whether an international check is needed) International applicants shall provide a copy of their passport and driver-license if the latter is available.
3. Prior to occupancy (and prior to key cards being issued), the owner(s) or property manager(s) of a rental property must complete and sign a form indicating the names of all occupants and rental dates.

C. Current Homeowners Application Process:

1. Current Sandpiper residents purchasing another home in Sandpiper or who wish to rent are grandfathered and do not need to complete an application.
2. Long-term renters (permanent and those who were renting on a yearly basis prior to the formation of this committee in 2016) are grandfathered into their current rental address.
3. All rental applications shall be submitted with a copy of the rental agreement.

D. Requirements:

1. Duration: All rental agreements must be for a minimum of 30 days.
2. Age requirement: At least one occupant of any property or lot must be 55 years of age or older. No occupant for over 30 days in a calendar year can be under the age of 18.
3. Criminal Record: No applicant will be approved who has a felony conviction within the past five years. Any applicant who has a felony or sexual offense **[conviction]** beyond the five year period **[but within the last 15 years]** will require further discussion before a final decision is made.
4. An application for home purchase or rental must be made by the individual who will be residing in that residence. Applications from companies or corporations **[or other entities will not be able to be processed until the proposed resident has joined in the application]**.
5. Sales or Rentals will not be approved unless the Seller/Property Owner is current in all Sandpiper requirements: fees, fines or complaint remediation.
6. If a home is being "loaned" for more than 30 days without the collection of rent, the person(s) occupying the lot or house must fill out a RAC application and have a background check completed the same as any renter. There must be at least one person age 55 or over occupying the house or lot. Children under the age of 18 are not allowed for more than 30 days per calendar year in total.

E. Confidentiality and Communication:

1. All business conducted by the RAC will be conducted in open meetings and will be held in the strictest confidence among Committee members when discussing background checks. The Committee will work out a process for background-check discussions when persons, who are not Committee members, are present.
2. Minutes will be kept for each meeting and emailed to all committee members, including the alternate, the POA representative assigned by the POA and the office manager.
3. Warning letters to property owners will be written and signed by the POA President or Office Manager.
4. The committee will provide monthly reports to the POA Board.

F. Penalties:

1. Residents and Rental owners will receive a warning letter if it appears that policies and procedures have not been followed.
2. Failure to comply with requirements for Residency in Sandpiper may result in a fine being levied at the discretion of the POA Board of Directors.

G. Other:

1. The POA Office Manager will maintain files that contain copies of all minutes, letters to property owners/renters, and copies of background checks and applications.
2. Any requests for an accommodation relating to a residency application shall be referred to the Board of Directors.
3. Applications for Caregiver status will be referred to the Board with any restrictions in the Board's determination to the residency status of the Caregiver then stated in the grant of such residency or denied in the Board's sole discretion.

12/26/25

1/28/2026