

Residency Application Committee

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 Covenants for the Sandpiper Property Owners Association. In 2023, the Covenants were revised and approved by the residents. The following policies and procedures reflect the most recent version.

A. Committee:

- 1. The committee will consist of 3 residents plus an alternative appointed by the Board of Directors**
- 2. Decisions will be made by a quorum of at least two members**
- 3. A chairperson will conduct the business of each meeting and will keep minutes. Minutes will be submitted to the office**

B. Application Process:

- 1. Applications must be included.**
- 2. New homeowners and renters and occupants (family members) must make an application to the POA for approval**
- 3. Anyone residing in a home for 30 days or longer must be approved.**
- 4. IN addition to the written application, a photo ID (legible) and a \$30 dollar per person fee for a background check**
- 5. Once approved, residents do not have to go through the approval process if they change addresses within Sandpiper.**

C. Requirements:

- 1. All rental agreements must be for a minimum of 30 days.**

- 2. Criminal Record: No applicant will be approved (owner, renter or occupant) who has have been convicted of a felony within the past 15 years involving violence to persons or property, a felony involving theft or fraud, or the sale or possession of a controlled substance or is a convicted sexual predator or sexual offender.**
- 3. Any applicant who is denied residency due to criminal background shall be referred to the association attorney for notification.**
- 4. Sales or rentals will not be approved unless the seller/property owner is current in all Sandpiper requirements: i.e.: dues, fees, fines, property condition.**
- 5. In the event of a death of a current owner/resident, the subsequent heirs must have future residents follow the application process.**
- 5. Children under the age of 21 will not be approved. If there is a hardship involved, the Board of Directors can grant temporary residency for no more than 1 year.**
- 6. Because Sandpiper follows the 80/20 rule, which means at least 80% of all homes must have at least one resident over the age of 55, the chairperson will report each month to the Board of Directors, how many homes do not have an occupant over the age of 55. If that 20% threshold seems to be in the reach, further restrictions may be applied.**

D. Confidentiality and Communications:

- 1. All business conducted by the committee will be conducted behind closed doors and will be held in the strictest of confidence.**
- 2. Minutes will not include names, addresses and background information.**

E. Penalties:

- 1. Should a complaint be received by the office of non-compliance, a phone call and follow up letter may be sent to rectify the situation.**
- 2. Continued failure to comply may result in Fines being levied at the discretion of the POA Board of Directors.**
- 3. Continued non-compliance will result in key cards being deactivated.**

F. Other:

- 1. The POA Office Administrator will maintain files that contain minutes, letters sent to homeowners, and copies of the driver's licenses.**
- 2. All background checks will immediately be shredded. Applications will be kept until new homeowner picks up their key card (with social security number blacked out), and then will be shredded.**
- 3. Rental applications, with SS#'s blacked out, is kept in property file.**
- 4. No key cards will be issued to renters until required documentation is in the office for renters with an automated end date. Owners are NOT to give their key cards to renters.**
- 5. Following committee approval of a rental or sale, a notification letter will be mailed by the POA to the applicant with copies to the owner of the property.**