Westwood III HOA Application Procedures for Non-Owner Occupied Units

Please review our GUIDELINE DOCUMENT prior to submitting this application.

The Procedures for the Board's approval of rental properties and renters, on request from homeowners and based on section 7.13.2 of the CCRs, are:

- 1. There is a limit, set by the CCRs, of no more than 7 units being available for rental at one time.
- 2. If there are less than 7 units designated as rental properties, any owner who has met the residency requirement of living in their unit for a minimum of one year prior to converting the unit to a rental property, may request having their unit designated as available for rental. If the HOA is at the limit of seven (7) rentals then the owner's request is added to the waiting list.
- 3. The Board has 5 business days, upon receiving the official request, to render a decision based on the following:
 - a) The property must not have any Liens against it.
 - b) The owner may not have outstanding dues, fines or other outstanding corrective issues in regards to the HOA CCRs and policies, at the time of the official request.
- 4. If the Board exceeds the 5 business days allotted, without notifying the owner that they need a reasonable extension, then the property is considered approved. The extension request will be made if two or more Board members confirm that it is required. The extension will not exceed 5 additional days.
- 5. The Board presents an official response in writing (email permitted) as approved or denied. If denied, the owner may apply again based on a change of the number of units in the rental queue, or clearance of liens/fines/corrective actions, or a change of status in whatever reason the board gave for denial.
- 6. IF there is a waiting list for use of the non-occupied owner status, then an owner must complete the process of renting the home within 3 months of vacating the property or they will forfeit their designation in favor of the next in line.
- 7. Exceptions to any of the above policies, other than a request for a delay to consider owner requests as noted in Section 5, can be made only with unanimous consent of the active Board. These Procedures remain in force unless edited with unanimous consent of the active Board.

Return to: <u>WW3Rentals@westwoodiiihoa.org</u> or

Westwood III Townhomes Homeowners Association c/o Sterling Management Group 977 Willagillespie Road Eugene, OR 97401 www.westwoodiiihoa.org

Westwood III HOA Application for Designation as a Non-Owner Occupied Unit

All applications will be considered in the order that the requests are received.

I, ______, am the current homeowner of unit # _____. I have lived in the HOA for at least one year and I wish to convert my home to a non-owner occupied unit. I have reviewed the HOA guidelines and understand all requirements, including but not limited to the parking limitation and would like to advise that, if my application is approved, my home will be:

- _____ an income property or
- _____ occupied by immediate family members
- a combination of family and non-family residents. I will provide rental applications for these non-family roommates as per the guidelines.

I, ______, an a prospective buyer of unit # ______ and wish to have the unit designated as a non-owner occupied unit. I request that the board waive the one year occupancy requirement so that my immediate family members may assume residency. I have reviewed the HOA guidelines and understand all requirements, including but not limited to the parking limitation and the fact that my family members' occupancy does not count towards the required one year occupation by an owner which means that I'm not able to convert this to an income property if they leave the home. I ask this on behalf of my:

_____ child(ren) or

_____ parent(s)

Applicant's Signature

_____ and my family plans to also have non-family roommates residing as well. I will provide rental applications for these non-family roommates as per the guidelines.

Date

| FOR B | DARD USE ONLY: | |
|-------|---|-----------------------|
| | Application Approved: | _ Application Denied: |
| | Application Placed on Waiting List (position) | |
| | Notes: | |