

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: WW3Rentals@westwoodiiihoa.org or

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

