

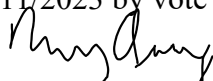
Community of Christ Onset Campgrounds

POLICY: Long Term Rentals Policy

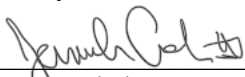
POLICY CATEGORY: OBOT Managed Facilities

DATE EFFECTIVE: 3/11/2023 by vote of the Onset Board of Trustees

APPROVED:



Missy Quay / Mission Center President



James A. Cook / Onset Board of Trustees Chair

This policy supersedes the 1/13/2007 Long Term Apartment Rentals Policy.

PURPOSE:

To ensure that the rental of Church-owned, OBOT-managed long-term rental housing accommodations on the Onset Campgrounds is undertaken in an efficient, consistent, transparent, mission-driven manner in compliance with all applicable local, state, and federal laws, with the goal of maintaining a thriving community on the Campgrounds that upholds the Enduring Principles of the Community of Christ.

Such accommodations are described as the following:

All church-owned, OBOT-managed housing units specifically dedicated as full-time, primary residences on the Community of Christ Onset Campgrounds that are currently established, including apartments in the Austria and Sandwich buildings, or which may be established in the future by action of the Onset Conference. By vote of the Board on March 19, 2022, units in the Roberts House may also be rented as long-term housing units with 9-month leases running from September through May however, a separate policy governs its rental. All long-term rentals are non-smoking units.

Long-Term Rental is described as the following:

Rental of a housing accommodation property for more than 30 days, requiring a lease.

PROCEDURES:

- 1) Rental rates will be set annually by Board action, informed by the recommendations of the Rental Committee. Rates are to incorporate the equivalent of cottage owners' lease fees and trash fees, and provide sufficient income to cover cost of maintaining, insuring, and managing the units.
- 2) The Lease agreement form and the pet addendum will be created by the Rental Committee Chair, in consultation with the Rentals Committee, and brought to the Board for approval prior to its use. The Campground Rules and Regulations will be attached to the lease.
- 3) The application for long-term rental units will be created by the Rental Committee Chair, in consultation with the Rentals Committee, and brought to the full Board for approval prior to its use. The application will solicit necessary information and signatures to proceed with credit and background checks.

- 4) When a long-term rental unit becomes available for rent, the Rentals Committee Chair will ensure the unit's availability is advertised through the Board's normal channels of communication with the Onset Conference and other interested parties (including those on the Potential Housing List), *i.e.*, through email, social media, announcements at church services in the New England Mission Center, notices to pastors, etc.) Such advertisements will include the rental rate, the date available, and eligibility criteria and preferences as listed in Number 7-9 below.
- 5) Potential / interested renters must submit a completed application form to the Rentals Committee Chair or designee and submit to a credit and background check.
- 6) All apartment rental applications will be considered by the Rentals Committee, who will bring forward a recommendation to the full Board for approval. The Committee will consider the results of the credit check and background/reference check in deciding whether to recommend a lease to an applicant.
- 7) Leases will only be given to members of the Community of Christ unless a non-member is in an emergency situation and no church member has applied. In this case, leases will be limited to six months. However, the Rentals Committee Chair may bring a recommendation for a continuing tenancy-at-will (30-day-notice) arrangement for approval by the Board, if the Rentals Committee deems such an extension is warranted.
- 8) Subsidized rents are acceptable if the applicant is pre-qualified for a rental voucher; such applicants will be considered according to the same criteria as all other applicants, as described herein.
- 9) If more than one application is received, the Committee will also consider the following:
 - a. The content of the applicant's application and any attached letter to the Board.
 - b. The applicant's connection with the campgrounds and history of participating and volunteering on the campgrounds.
 - c. Statements for or against the applicant provided by other Campground residents.
 - d. References from prior landlords, if applicable.
 - e. Preference will be given to applicants who are:
 - i. Members of the priesthood
 - ii. Over the age of 55
 - f. All else being equal, the Rentals Committee will recommend renters for approval in order of receipt of their application.
- 10) The committee's recommendation will be presented in a Regular Board Meeting, allowing for input from observers if applicable, until/unless information of a sensitive nature must be discussed, in which case, the Board will move into Executive Session. In either case, the vote on the rental must take place in an open meeting session.
- 11) The Rental Committee Chair or designee will notify the applicant(s) of the Board's decision.
- 12) Before the approved renter(s) will be given keys and allowed to occupy the apartment:
 - a. The renter(s) must pay first and last month's rent and the required security deposit.
 - b. The Rentals Manager must confirm that utilities have been placed in the resident's name.
 - c. The lease must be signed by all parties. The Board's Rental Manager is authorized to sign the lease on behalf of the Board of Trustees.
- 13) The Board's Rental Manager will process the lease and facilitate residents move-ins and move-outs on behalf of the Board.
- 14) Allowance of pets is subject to Board approval except for verified service animals.

Date Created: 3/11/2023
Date Reviewed:
Date Revised:
Date Deleted/Superseded: