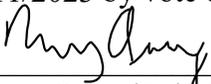


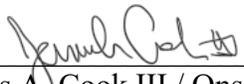
Community of Christ Onset Campgrounds

POLICY: Roberts House Accommodation Rentals

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 III / Onset Board of Trustees Chair

PURPOSE:

To ensure that the rental of the Roberts House 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:

The Roberts House, located at 4 Riplah Road, on Campgrounds Lot Number 245, has two units, one upstairs, one downstairs. By vote of the Board on March 19, 2022, the downstairs unit in the Roberts House may be rented as a long-term housing unit with 9-month leases running from September through May. Both units may be rented as short-term rentals during the months of June, July, and August. All 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.

Definition of Short-Term Rental

State law limits short term rentals to a maximum of 30 consecutive days.

PROCEDURES:

- 1) Roberts House rental accommodations, both short-term and long-term are restricted to the following:
 - a. Any member of the Community of Christ (the Church);
 - b. Non-Church members visiting family or friends who are residents of the campgrounds;
 - c. People who are not members of the Church who are coming to the campgrounds to participate in an activity/activities on the campgrounds aligned with the mission of the Church, including seminars, classes, reunions, concerts, memorial services, sacraments such as weddings and baptisms, etc. and/or to connect with the Campgrounds community.

- 2) Both short-term and long-term rental rates will be set annually by Board action, informed by the recommendations of the Rental Committee. Rates are to incorporate the pro-rated equivalent of cottage owners' lease fees and trash fees, estimated utility cost, and provide sufficient income to cover cost of maintaining, insuring, reserves, and managing the units.

3) Short Term Rentals

- a. The Rentals Manager will hold one unit in the Roberts House (or other rental unit with a kitchen) for summer guest ministers. If the Mission Center, Board, or Congregation do not contact the Rentals Manager to reserve the unit for specific summer dates by May 1st, the unit will be made available as a short-term rental unit through the summer.
- b. The application for short-term rental of the Roberts House units will be recommended by the Rental Committee Chair, after consultation with the Rentals Committee, and approved by Board Action. It may be the same application used for other short-term rentals on the campgrounds. The application will solicit necessary information and signatures to ensure that if the renter is not a church member, that they meet the requirements listed in 1b and/or 1c above.
- c. Upon receipt of a rental reservation application form or inquiry about short-term accommodation in the Roberts House, the Rentals Manager and Rentals Committee Chair are authorized to determine eligibility of the applicant to rent, based on availability (first come-first served), the contents of the application, and the criteria listed in 1 above.
- d. Overnight/short-term facility rentals will be handled by the Board's Rentals Manager, in accordance with the Rentals Manager Job Description.
- e. Pets are not allowed in short-term rental accommodations except for verified service animals or emotional support animals.

4) Long Term Rentals

- a. The application for long-term rental of the Roberts House downstairs unit will be recommended by the Rentals Committee Chair, after consultation with the Rentals Committee, and approved by Board Action. The application will solicit necessary information and signatures to proceed with criminal and financial background checks, and to ensure, that if the renter is not a church member, that they meet the requirements listed in 1b and/or 1c above.
- b. Each year, the Rentals Committee Chair will ensure that the availability of the downstairs unit for long-term rent 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 as listed above (1a-c) and preferences as listed below (4e-4g).
- c. Potential / interested renters must submit a completed application form to the Rentals Chair or designee and submit to a credit and background check.
- d. All applications for long-term rental of the Roberts House 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.
- e. Leases will be given to members of the Community of Christ or to non-members who meet the requirements listed in 1b and 1c above if no qualified church member has applied.
 - f. If more than one application is received, the Committee will also consider the following:
 - i. The content of the applicant's application and any attached letter to the Board.
 - ii. The applicant's connection/history with the campgrounds and history of participating and volunteering on the campgrounds.
 - iii. Statements for or against the applicant provided by other Campground residents.
 - iv. References from prior landlords, if applicable.
 - v. Preference will be given to applicants who are:
 - Members of the priesthood
 - Over the age of 55
 - g. 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.
 - h. All else being equal, the Rentals Committee will recommend renters for approval in order of receipt of their application.
 - i. 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.
 - j. The Rental Committee Chair or designee will notify the applicant(s) of the Board's decision.
 - k. Before the approved renter(s) will be given keys and allowed to occupy the apartment:
 - i. The renter(s) must pay first and last month's rent and any required security deposit.
 - ii. 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.
 - l. The Board's Rental Manager will process the lease and facilitate residents move-ins and move-outs on behalf of the Board.
 - m. Allowance of pets is subject to Board approval except for verified service animals and verified emotional support animals.
 - n. The Campground Rules and Regulations will be attached to the lease.

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