

Policy and Procedures for the Membership Committee

The general purpose of the Membership Committee is to promote membership in the Homeowners' Association; to collect annual dues; and to keep a database of residents and membership. HOA Membership is limited to all persons owning a manufactured home or renting for a minimum of one year. Membership runs on a calendar year from January 1 to December 31.

- 1) The ideal committee will consist of two or three people. One committee member will maintain the computer database and all committee members will collect membership applications, dues, and assist with membership drives.
- 2) Accurate records must be maintained of all members joining, both new and renewals. Accurate records are essential as the list is used for verification of membership in the HOA for voting and election purposes. In addition, the membership list is used for verification of membership for sales of tickets to community activities.
- 3) The Committee will check regularly with the Welcoming Committee Chair to be certain that the Associations records are accurate with respect to new residents who have moved into the community.
- 4) The Membership Committee will make necessary changes to the Membership Application each year and have approved by the HOA Board. The approved application will then be printed, posted on the HOA website, and a supply will be available on the HOA Bulletin Board.
- 5) Membership drives for the next calendar year will be held after the November election and continue through January of the new year.
- 6) Starting after the election in November, the Committee will take applications for new or renewal memberships on: Monday evenings during ticket sales; at the HOA Informational meetings; and during any membership drives, with notice being posted in the Crane Lakes Courier and the Eblast.
- 7) All monies received in dues are to be delivered to the HOA Treasurer using the Membership Deposit Form.
- 8) Applications are filed according to Lot Number and maintained for two years.
- 9) When the Committee Chairperson changes, the former Chairperson shall attend the first meeting with the new Chairperson to ensure a smooth transition and to turn over all the files.

NOTE: Any change to the annual Membership Fee will be voted on by the HOA Board Members.