

C&C Community, Inc.

Application Procedure

Gather Information

Prior to granting applicant(s) an interview, all interested applicants must review:

- Letter to Applicants
- Living in a Resident-Owned Community
- Application for Membership – on www.rimrockpm.com
 - Application fee of \$40 for each adult applicant
- Bylaws/Community Rules
- Pet Registration, as applicable
- Summary of Rights under the Fair Credit Reporting Act (FCRA)
- Lease Agreement

Proof of income, including the previous 3 month's (week's) pay-stubs and the previous year's Federal Income Tax Return(s) (if filed), proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income.

Pet Registration, if applicable.

Proof of ownership of home may be requested including a buy/sell, title, contract for purchase or deed.

NOTE: The Corporation has 14 days after a completed application is received by the Corporation to make a written decision to approve or deny Membership. Acceptance will be assumed if not denied within that timeframe.

Board Votes to Approve or Deny Membership

- ✓ Property Manager presents a Recommendation Form to the Board and makes motion approval or rejection.
- ✓ Board votes for or against, and the vote is recorded in the minutes of the meeting.
- ✓ If the Board is not scheduled for a regular Board Meeting in time to meet the 14-day policy, a vote is taken outside of a meeting in accordance with the Bylaws of the Corporation.
- ✓ If the Board rejects the applicant(s), the Property Management Agent sends an **Adverse Action Letter** to applicant(s). (See above.)
- ✓ If the Board approves the applicant(s), the Property Management Agent sends an **Acceptance Letter** to the applicant(s) and a meeting is set up to process the final Membership paperwork.

Move-in Meeting

After the applicant(s) has been approved for Membership, the Property Management Agent sets a meeting with the newly approved Member. This meeting should be held after the buyer has final approval from their mortgage company, and as close to the closing date as possible. These tasks must be completed **PRIOR TO ALLOWING OCCUPANCY:**

- ✓ Collect the Membership Deposit of \$ 100.00. If the Membership Deposit is to be paid as part of the mortgage closing transaction, the closing company should be contacted to ensure that a check is provided to the Corporation.
- ✓ The **Lease Agreement** is signed and exchanged between the parties.
- ✓ The new Member(s) are provided a **Certificate of Membership** and a Member Handbook.
- ✓ Invite them to the next meeting of the Board of Directors!

Living in a resident-owned community

Living in a cooperative community (“co-op”) is different than living in an investor-owned park. This type of community living is unique – homeowners in resident owned communities are not simply tenants in a park, they are *members* of a co-op and *owners* of a business. As a co-op member it is important to understand that:

- The cooperative is a business incorporated under Montana. It is owned by its members. Individual homeowners do not own the land underneath their homes; the co-op does.
- The co-op has member-approved bylaws, which spell out how the business is governed.
- The co-op is democratically governed by a one-member, one vote system. Each member-household has equal decision-making authority.
- New homeowners moving into the community are required to become members and enter into an **Occupancy Agreement**, binding them to the bylaws and community rules.
- Members elect a board of directors to carry out the day-to-day tasks of running a business. The board then appoints committees to take on other tasks.
- Members have control over big decisions, such as carrying charges (rent), approving the annual budget, electing a board and amending the bylaws or community rules.
- Members can be expelled from the cooperative (which is *different* than being evicted from the community) for obstructing the management of the co-op. This is a serious matter and not to be taken lightly – members who are expelled typically lose voting privileges and pay a higher lot rent.

The board and the appointed committee members must adhere to the co-op’s bylaws and rules, as well as to state and federal laws. They are also co-op members, and are accountable to their fellow members. They must run the co-op in a fair, consistent, democratic and business-like manner.

Co-op membership has rewards, rights and responsibilities. The strength of a resident-owned community is directly related to the participation and commitment of its members. By participating in the co-op, members can help reduce costs, build a vibrant neighborhood and grow as leaders. Participation includes everything from baking brownies for the annual community barbecue to operating the well system, from an hour a month to a two-year commitment on the board of directors.