

Claremont Renters Check List

Required:

- Homeowners to provide contact information to the CCA. Please include email address (if available), mailing address and phone number.
- Age verification form of renters. At least one of the occupants must be over 55 and there may not be any occupants under the age of 18 years of age. The form is attached in this packet. The renters need to stop by the front office during the office hours, Monday through Friday 8:30AM – 5:00PM, with an ID, to verify.
- Homeowners must provide renters with a copy of the Architectural and Community Standards 2015 edition.
- Homeowners must provide renters with a copy of the residency guidelines which are included in this packet.

Optional:

- Renters may provide contact information to the CCA. This could be used if we need to be in contact with the renter, as well as to receive “quick communicator” emails. The emails include information about upcoming events, community news and the monthly newsletter.
- Homeowners may also provide renters with a copy of the Claremont Directory which includes phone numbers of other Claremont residents, numbers that they may need for utilities and other useful numbers in the community.

If you have any further questions please feel free to call the Clubhouse at 503-645-7600.

LOT # _____

NAME _____

CC&Rs & BYLAWS AWARENESS FORM
This form must be signed by a Notary

AGE VERIFICATION:

Claremont Civic Association (CCA) was created as a community for people age 55 and older. In conjunction with HOPA, our governing documents contain occupancy restrictions on who may live at Claremont. Homes in Claremont must have at least one occupant who is 55+ years old, and no occupants may be younger than 18.

Please list below the NAMES and DATES OF BIRTH of ALL residents. Proof of age must be submitted.

(Acceptable identification is: Driver's License, birth certificate, passport, immigration card, or military i.d., or other state, local, national or international official documents containing a birth date of comparable reliability.)

Lot #: _____ Address: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

of Residents living in the home _____

If the purchaser(s) will not occupy the property, the purchaser(s) acknowledges the age restrictions at Claremont and agrees to abide by those restrictions. Purchaser further acknowledges that any lease or occupancy agreement must contain age related information for **ALL** occupants and must be provided to the Claremont Board of Directors for approval **PRIOR** to execution and occupancy.

ARCHITECTURAL REVIEW COMMITTEE:

CCA appoints an Architectural Review Committee (ARC) which reports to the CCA Board of Directors. Its purpose is to assist in maintaining the architectural integrity, harmony and quality of Claremont by reviewing and approving or disapproving requests from individual homeowners for changes to the exterior of the homeowner's property. In addition, ARC may also handle community standards and complaints regarding parking, pets and wildlife, estate sales, use of power equipment, signage, lighting and other issues relating to the enjoyment of homeowners property.

Claremont's Bylaws and Declaration of Protective Covenants, Conditions & Restrictions (CC&Rs) were written to maintain the high standards of appearance of the community, protecting your investment in your Claremont home.

Claremont **Architectural and Community Standards** is a companion document to the Claremont CC&Rs that is given to homeowners summarizing the established Claremont standards for home maintenance and improvements.

No improvement shall be commenced, erected, placed, altered, or maintained on any Lot until the design plans and specifications showing the nature, shape, heights, materials, colors and proposed location of the Improvement have been submitted to and approved in writing by the ARC. It is the intent and purpose of the CC&Rs and **Architectural and Community Standards** to achieve a high standard of quality of workmanship and materials, and to assure harmony of external design with existing Improvements and location of the Improvements with respect to topography and finished grade applications.

The **Architectural and Community Standards** can be obtained by dropping by the Claremont Clubhouse and requesting a copy of our Administrative Assistant. You may also download a copy at our website at www.claremontcivics.com under documents.

OTHER:

I have also read and agree to:

1. The Resolution of the Board of Directors of Claremont Civic Association Policies and Procedures Relating to Claremont's 55 plus / Age Restricted Status.
2. The Report from the Board of Directors effective January 1, 2017 that states Homeowners must comply with requirements of age verification of residents.
3. The requirements of a Homeowner who wishes to rent their lot.
4. Claremont Civic Association's CC&R's & BYLAWS (especially Article IV 4.1 through 4.18 "Restrictions on use of Residential Lots")
5. I understand and agree that it is my responsibility to immediately inform the Administrator and/or Board of Directors any change to ownership and/or occupancy in my residence.

CCA Homeowner

Date

CCA Homeowner

Date

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2017

NOTARY PUBLIC FOR OREGON
(notary's signature)

Claremont Civic Association

Rules Regarding Rental Properties

Claremont's Declaration of Protective Covenants, Conditions and Restrictions (CC&Rs) allow properties in the community to be rented. This document includes rules regarding rentals for homeowners (lessors) to follow.

RULES FOR HOMESOWNERS/PROPERTY OWNERS:

- At least one resident in each rental property *must* be age 55 or better – no exceptions.
- Proof of age for all renters must be provided to the association.
- The *homeowner* is responsible for notifying Clubhouse staff of the name(s) of renter(s), and any changes in the number of person in the rental property.
- The *homeowner* must maintain a current mailing address on file with Clubhouse staff. We will mail the annual dues statement to the owner's address. We will also send you the monthly newsletter, which has information that is of interest to property owners via the Quick Communicator if an email address is provided.
- **The *homeowner* is responsible for paying assessments on time.** The Claremont Civic Association charges dues on a per-resident basis, so the annual assessment is based on the number of persons living in each home. The Claremont Civic Association requires payment in full by January 10th.
- The Claremont Greens, Greens Townhomes and Claremont Townhomes dues are on a per-lot basis and do not change based on the number of residents. The Greens Association require payment in full by January 10th. The Claremont Townhomes and Greens Townhomes accept quarterly payments of dues.
- The *homeowner* is to provide the *renters* with a copy of all relevant CC&Rs and the most recent *Architectural and Community Standards*. Owners are responsible for ensuring that renters know and follow the rules and regulations that govern the community.
- If a complaint is filed about the condition of a rental property, the Association will contact the homeowner as well as the tenant. As the homeowner, you are ultimately responsible for ensuring that your Claremont property is maintained in an appropriately clean, tidy and safe condition and that your renters follow all rules & regulations.
- You are assigning your rights to use community amenities to your renter(s). Please be sure that they know the rules and regulations for use of amenities. Key fobs are required for entry to the Claremont Civic Clubhouse during non-business hours. Everyone living in the community is entitled to use of the Clubhouse swimming pool, tennis courts, croquet court, exercise room and Clubhouse facilities. Greens residents have additional amenities: the Terrace House and its swimming pool and the putting green.

RULES FOR RENTERS:

Renter(s) are responsible for:

- Checking in at the Clubhouse office and providing a copy of your identification (or allowing staff to see the original document) in order to verify your age(s). Acceptable documents include: These include, but are not limited to, Driver's license; Birth certificate; Passport; Immigration card; Military identification; or any other state, local, national or international official documents (containing a birth date) of comparable reliability. Alternatively, occupants may sign an affidavit that states their date of birth. The federal Department of Housing & Urban Development (HUD) requires us to maintain a census demonstrating that Claremont operates as a 55-and-older community.
- Providing your phone number to Claremont staff. You can choose *not* to be included in the community directory, or to *not* be announced as an Arrival in the monthly newsletter. Whether or not you wish to be in the directory or newsletter, staff needs a contact number for you.
- Knowing and following the community's rules and regulations. Your landlord will provide a copy of the CC&Rs and the *Architectural and Community Standards*. These documents outline expectations of the condition of the property, and changes that require the approval of the Architectural Review Committee (ARC).

Both property owners and renters may sign up to receive our Quick Communicator emails, which include our monthly newsletter.

I have received a copy of these rules and understand them. I accept the responsibilities outlined in this document for me as owner or tenant of a Claremont residential property.

Lot number: _____ Property Address: _____

Property Owner Print

Date

Property Owner Signature

Tenant/Renter Print

Date

Tenant/Renter Signature

RESIDENCY GUIDELINES FOR CLAREMONT CIVIC ASSOCIATION

Term	Definition	Examples	Privileges	CCA Assessment
Resident	owner or occupant (including renter) whose primary place of residence is a Claremont home or townhome for 90 days or more in a 12-month period. 80% of Claremont's residential units must be occupied by at least one person age 55 or older.		Enjoys ambiance and common areas. May use pool, common areas, tennis court, parking, Clubhouse; may attend events. Receives newsletter.	Dues are per resident For 2017: \$800 / resident
Guest	any person visiting in a Claremont residence for 30 days or less in a 12-month period.	anyone younger than age 18 may only be a guest, visiting for 30 days or less any other visitor whose stay is 30 days or less	When accompanied by homeowner or resident, may attend events, use pool, tennis courts, common areas and parking.	No assessment is charged for 30 days or less.
Temporary resident	any person age 18 years of age or older, excluding owner or renter, who resides in a Claremont home for a period of 31 to 90 days in a 12-month period.	full-time student age 18 or older enrolled in summer school long-term house guest	When accompanied by homeowner or resident, may use pool, tennis courts, common areas and parking.	31-60 days: 1 month (for 2017, \$66.67) 61-90 days: 2 months (for 2017, \$133.34)
Caregiver	a live-in person paid to provide care to a resident, for an indeterminate length of time.		Caregivers are not eligible to use amenities or participate in the life of the community.	<i>No assessment is charged for a caregiver.</i>



Claremont Civic Association Directory Update form



Please let us know how you would like your information listed. Return this form to the office as soon as possible to be included in the February 2018 Directory. If you are unsure of your lot number, please leave it blank and it will be entered for you. Use this form to make any changes, additions, etc. so that we can all stay connected.

Name:

Address:

Lot #:

Phone number:

Cell phone number (optional):

Email address to receive Quick Communication from our administrator. Your email address will not be shared with the community.

- Please do not include my information in the directory. Only staff may use my information to contact me*

Signature:

NOTE: Please return to the front office as soon as possible. You must return this form to the office before January 1, 2018 to be included in the February 2018 Directory