



**Spring Valley Lake Association**  
13325 Spring Valley Parkway  
7001 SVL Box  
Spring Valley Lake, CA 92395-5107

## **Application Associate Membership for Tenants**

### **Membership Period from November 1, 2017 through October 31, 2018**

An Associate Membership purchased by a tenant allows him/her to use the parks, beach, fishing areas, register a boat (see section 5.2.9), rent a slip, rent a stall, rent the facilities and participate in Association recreational activities. Separate fees are required for use of some of these amenities.

Tenants have the option to choose whether or not to become Associate Members with the approval of their landlord. Property owners' memberships and payment of annual assessment dues are mandatory; however, are not transferrable to tenants.

**Section 2.6** of the Spring Valley Lake Association's Rules and Regulations states, "Owners may allow anyone to use the passes except tenants renting or leasing homes in Spring Valley Lake. Owners who allow tenants to use their guest passes are in violation of these rules and may be cited."

**Section 2.2.5.6** of the Spring Valley Lake Association's Rules and Regulations states, "Bona fide guests include those persons visiting a member at their Spring Valley Lake place of residence. Tenants and/or lessees are not considered bona fide guests."

### **Before applying for membership the Tenant must read, initial and agree to all the following policies:**

- \_\_\_\_\_ 1. Association Membership does not transfer over to tenants. Property owners cannot submit requests for his or her tenants to obtain Associate Membership cards, without first going through the membership process. **Section 2.2.5.7** of the Rules & Regulations states, "Tenants- A person or persons actually living in a Spring Valley Lake house or condominium under lease from a member." Please refer to the SVL Rules and Regulations section 2.2.5 through 2.6 for more information.
- \_\_\_\_\_ 2. The property owner retains their own membership privileges. The property owner must also be in "Good Standing" with the Association in order for his or her tenant to apply for Associate Membership. All compliance, citation letters regarding the SVLA CC&Rs, Bylaws, Architectural Policy and Rules and Regulations will be sent to the property owner.
- \_\_\_\_\_ 3. You must list all persons living at the residence 12 years and older (application on page 4). This will then be verified with the owner of the property and lease agreement.
- \_\_\_\_\_ 4. If it is the **first time** a tenant signs up for tenant membership, the fees are prorated. The proration is determined upon completion of the membership process (the date the Association receives approval from the owner). Upon approval the tenant has 60 days to

Association Office – 760.245.9756  
Fax – 760.245.3076  
Website – [www.svla.com](http://www.svla.com)

accept membership and pay the required amount, if not; the tenant will have to go through the membership process again, where a letter is re-sent to the owner(s).

- \_\_\_\_\_ 5. Tenants who have been approved and joined tenant membership in the past are **considered reoccurring tenants**. Reoccurring tenants are required to pay the entire amount, there is no proration. Regardless of lease changes, or if the tenant has lived in the Association consistently but have rented at different properties, they are still considered **reoccurring tenants** and will owe the entire yearly amount.

***The only exception to proration of membership fees is if the tenant has never applied for associate tenant membership.***

If a tenant moves to a different residence within the Association during the current fiscal year all membership privileges are put on hold until the tenant re-applies for membership and gets approval from the property owner.

- \_\_\_\_\_ 6. Section 5.2.9. of the SVL Rules and Regulations states: **“No person (for each lot owned) shall be allowed to register more than two vessel exceeding fifteen (15) horsepower.** This also applies to associate members as defined by the bylaws.”

- \_\_\_\_\_ 7. Tenant Membership does not permit voting privileges or sponsorship of facility rentals.

- \_\_\_\_\_ 8. The Association highly recommends downloading a copy of SVL Governing Documents from our website [www.svla.com](http://www.svla.com). Also to help stay up to date with Association News, we welcome you to check out following sources of communication:

- Facebook, search: Spring Valley Lake Association
- Signage: bulletin boards located throughout the community
- Bi-Weekly Electronic Newsletter: E-Breeze (with email address provided)
- E-Blast: timely news updates and alerts (with email address provided)

*To sign up for the E-Breeze and E-Blasts please provide your email address to the Association.*

- \_\_\_\_\_ 9. Once approved for membership the tenant will be responsible to pay the previous quarters in order to be current with membership depending on tenancy. If making payment in 2 installments, payments are due on the following dates: Nov. 1, 2016 and May 1, 2017. Regardless if a statement is received or not, it is the tenant's responsibility to pay on time, if not a late fee accrues.

- \_\_\_\_\_ 10. Outlined below are the procedure's for a tenant to obtain membership privileges, I have read and agree to abide by the polices #1-8.

1. Tenants must come in to the Association office, complete a request form for an Associate Membership and provide a current copy of his or her lease agreement.
2. The Association will send a letter to the property owner regarding the tenant's request along with a copy of the lease agreement. The letter outlines the property owner's responsibilities regarding his/her tenants.

3. The letter must be signed and returned by the property owner to the Association office. Once the application and lease agreement are submitted, permission from the property owner will be necessary to continue the process. When permission is granted, the tenant will be contacted and payment needs to be made, in the form of check or money order. **The Association does not accept cash payments.**
4. Upon receipt of the owner's written approval. The Association will notify the tenant regarding her/her approval via phone and/or mail or email.
5. Upon approval tenants have 60 days to join as an Associate Member and pay the required amount. If the tenant does not join the Association within 60 days, the approval is terminated and the tenant will have to re-apply (see steps 1-5).
6. Membership cards will be issued. Tenant membership must be renewed on an annual basis. It is the tenant's responsibility to reapply for membership each year. Membership expires on October 31<sup>st</sup> each year. Therefore, all membership privileges are cancelled, i.e. vessel usage, slip rentals, equestrian boarding, fishing, membership cards, etcetera.
7. Associate member fees are based on the tenancy and can pay membership fees in full or in 2 separate payments due November 1<sup>st</sup> & May 1<sup>st</sup>. The membership term begins on November 1<sup>st</sup> and expires on October 31<sup>st</sup> of the following year. The fees are listed on the Application form (page 4).
8. Associate membership fees for tenants are determined annually by the Board of Directors. The Board of Directors will vote on the tenant membership fees in August of each year and made available the following month.

<b>Office Use Only:</b> Circle One: <b>New</b> or <b>Returning</b> Tenant Acc. # _____	<b>Amount</b> _____ Nov 1- April 30: Paid <b>Yes</b> or <b>No</b> _____ May 1- Oct 31: Paid <b>Yes</b> or <b>No</b>  _____ <b>Full Year Amount</b> Month _____ to Oct 31: Paid <b>Yes</b> or <b>No</b>
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**Application Associate Membership for Tenants**  
 Membership Period from **November 1, 2017** through **October 31, 2018**

**Payment in Full: \$530.00**

2 Payments: \$265.00- November 1<sup>st</sup>, 2017; \$265.00- May 1<sup>st</sup>, 2018

(Reoccurring tenants are responsible for paying back quarters to become current with today's date, see page 2 of application)

November 1 <sup>st</sup> – April 30 = \$265.00	May 1 <sup>st</sup> – October 31 <sup>st</sup> = \$265.00
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Track & Lot: \_\_\_\_\_ Property Address: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

**MUST LIST ALL PERSONS LIVING AT RESIDENCE (12 yrs and older):** \_\_\_\_\_

Tenant Mailing Address: \_\_\_\_\_

Tenant Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner(s)/Property Management Co.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_ Property Owner Mailing Address: \_\_\_\_\_

I have read pages 1-4 of this Tenant Membership Application and initialed in the appropriate section. I agree to abide by the Association policies and **pay the entire amount due according to the policies**. The contact information written above is correct and I understand all tenant correspondence will be mailed to the above address. If I, the tenant have cancelled or terminated my lease, I must provide proof of lease cancellation and return all membership cards to the Association. No refunds for any circumstance.

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

**I Received ID cards for all person's listed on application 12yrs & older as well as 4 Guest Passes and I understand that there are fees for the issuance of replacement cards.**

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:**

Date/Initial _____/____ Tenant Applic. Completed _____/____ Rec'd Lease Agreement _____/____ Verified Owner in Total (Good Standing) _____/____ Check total of # vessels registered _____/____ Mailed Request Letter to Owner _____/____ Lease Agreement Enclosed: <b>Yes</b> or <b>No</b>	_____/____ Received Signed Request Letter from Owner _____/____ Property Management Agreement _____/____ Contacted Tenant on Results _____/____ Tenant was issued ID cards & guest passes _____/____ Entered in Spreadsheet, sent to Total
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