

RIVER LANDING PROPERTY OWNERS ASSOCIATION
P.O. Box 1123
Palm City, Florida 34991

MEMBERSHIP PROCESS EXPLANATION

The following guide is intended to assist the prospective parcel owner understand the River Landing Membership process and time lines.

- 1) The Membership Chair is to be contacted to acquire membership application materials or to having acquired the membership application materials via the River Landing Website.
Lori Glaspey, 772-287-4419, lglaspey@comcast.net

- 2) The Membership Chair will schedule an interview with prospective parcel sale owner/leasee and Property Manager Kevin O'Hay at the Treasure Coast Property Management office.
Treasure Coast Property Management
Kevin O'Hay, 2417 SE Dixie Highway, Stuart, Fl. 34996 772-219-9276

- 3) **TIME FRAMES FOR APPROVAL.** The soonest time frame is 5-7 business days and may be as long as 30 days if there are issues. The Membership Chair can provide membership approval and deliver the "Certificate of Approval" to you or your closing agent after receiving the results of the background and credit check and completing the membership interview. However, any delay in getting the background screening completed or information comes forth regarding matters covered in Article 10 of the River Landing Covenants, then the membership request process may take thirty (30) days. The Board of Directors formally approves all membership applications as part of each regularly scheduled board meeting (or special board meeting if needed). **Please notify Membership Chair if you are an Active member of the US Armed Forces, member of the National Guard, or the US Reserve Forces.**

- 4) **DOCUMENTS YOU NEED TO READ.** (Available on www.riverlanding.info) These forms will be listed under the "Committees" Tab
____ Amended/Restated Declaration of Covenants and Restrictions for River Landing
____ River Landing Common (Recreation) Area Rules and Regulations (Titled "Boat Yard Rules and Regulations")

- 5) **FORMS YOU NEED TO COMPLETE AND BRING TO THE INTERVIEW MEETING.** All adults to occupy the parcel are to attend the interview meeting.
____ Application for Membership (Parcel Sale or Lease)
____ Background and Credit Check Release (one needs to be completed for each adult)
____ Acknowledgement of Receipt of Governing Documents (needs to be notarized)
____ Quick Guide to Association Rules and Restrictions
____ Common Area Rules Acknowledgement and Boat/RV Wait List Expression
____ E-mail Authorization

6) **IMPORTANT ITEMS TO PREPARE FOR THE INTERVIEW MEETING.**

- a) All membership **communications are to go through the membership chair.**
- b) Prepare a **\$175 check for background/credit checks and Membership Interview, made payable to River Landing POA.** Once the membership approval process is complete no other adults may occupy the parcel without having gone through the membership process.
- c) The River Landing Front Gate call box will require a phone number. You can use your land line or cell phone to allow access to visitors through the front gate.
- d) The **River Landing Website is www.riverlanding.info.** We encourage you to explore the website information prior to the interview meeting to get answers to subjects like architectural or landscaping approvals you might want to seek. Please read over our Covenants and Governing Documents prior to the meeting.
- e) Put together a list of questions you might have. The interview process is also intended to answer questions you need answered. So, **bring a list of questions you have to the interview meeting.**

7) **FOLLOWING THE INTERVIEW**

- a) The Membership Chair will submit the background screening to the security firm for processing.
- b) The background screening results will be reviewed by the Membership Chair. If no concerns exist from the background check or after the interview, the Membership Chair will release the Certificate of Approval to you or your closing agent to document membership approval. If concerns exist, the Membership Chair will present the information to the River Landing Board for membership consideration. The Board will then vote and you in turn will be notified as to acceptance or invoke rights of River Landing under Article 10 for non acceptance.

8) **AFTER YOUR CLOSING AND AFTER RECEIPT OF YOUR WARRANTY DEED**

- a) Once your closing is recorded with Martin County, Martin County will issue a Warranty Deed. Once our property manager receives this document, he can provide you **gate cards or additional electronic gate openers** (beyond the ones the previous owner provided you).
- b) The Membership Chair will give you the front gate codes for personal use and vendors.
- c) If you have interest in **purchasing a boat yard key** our property manager can arrange for this.
- d) If you wanted to discuss **Boat/RV Storage Yard Rules and/or Wait List, or the Architectural Review Board (ARB) process**, you can contact the appropriate Chair once we have the Warranty Deed. See Contacts Sheet for current Common (Recreation) Area Chair and ARB Chair.