

NEWTOWN ESTATES COMMUNITY ASSOCIATION
MEMBERSHIP COMMITTEE
GENERAL MANAGER'S REPORT
FEBRURY 12, 2009

1. Questions regarding the membership registration:

A. What homeowner information on is required to be maintained on file?

Article II Section 1-b of the By-laws states that "No person shall exercise the rights of membership until satisfactory proof has been furnished to the Secretary or the Corporation that he is an owner. Such proof may consist of a duly executed acknowledged and recorded deed or title, insurance policy or Transfer Certificate of title." To answer the above question, one would have to refer to this section. Thus a homeowner to be duly registered would have to provide the Association with one of these documents. This is required by our by-laws. We would probably have to maintain a copy of this document for future reference should we need to verify who the owner of the lot is.

B. What homeowner/member ID information is necessary to have on file at the Recreation Center?

The By-Laws do not refer to any required ID to utilize the Rec. Center. However, Section 3.04(e) of the MDCCR document states that "the rights to use and enjoy the common areas extend to the members of the families of all owners and to their invitees, provided, however, that in the event the owner is a corporation of partnership, the common area and recreation area shall be restricted to such owners or persons actually residing or occupying the lot."

In the past, it seems that Newtown had a hard time policing the use of our recreation room to only the residents of Newtown. There was a problem with people using fake IDs to get into the facilities. I believe that a copy of the resident's driver's license or a utility bill showing the resident's address should be maintained at the office along with a modified version of the Registration Form. Items 7 and 8 should be removed as well as "major credit card bill" in item # 5. The rest of the material in this form should remain.

C. What material should be returned to the owners?

I believe if we have any copies of credit card or bank statements or any thing that may have bank type information these items should be returned to the homeowner.

D. Are there current ID and /or personal homeowner information being stored at the Newtown Recreation Center that is not necessary. Not to my knowledge. Currently we are requesting only proof of residency which includes a copy of their driver's license or a utility bill. The problem comes in with the registration of minors, or family members who were not registered and now claim to be residing once more at the Newtown address. Proof of residency is kept on file and not returned.

E. How and where are ID and personal information currently being secured? We currently have the Homeowner Facility Membership Form and the proof of residency information in the front office files. The files also contain copies of the deeds. The files on all of the deeds as found in the storage room are kept in my office. The files are used by the office staff and locked at night. These are used daily for reference on people who claim that the biometric system does not let them in, also for resident who want to register for parties and classes. The committee may wish to have these files physically removed from the front office however, before that can be done, a conversion to another method of accessing information on the proof of ownership and residency must be done.

F. Insurance requirements: In regards to the requirement to have the homeowners who are renting our facilities, secure a liability insurance policy in the amount of \$300,00.00, I consulted with the Association's insurance agent Sue Savio. Ms. Savio stated that it is important for the Association to require this insurance as accidents from spilled food or drinks in the Recreation Room could pose a problem in the case of a serious injury. The homeowner's liability insurance would be used first and if that amount was not enough, then the Association's insurance would cover the additional damages up to the limit of the policy. If we did not have this requirement, the Association's insurance would be required to cover all losses.