

Policies and Procedures for Membership Committee

The general purpose of the Membership Committee is to promote membership in the Homeowner's Association; to collect annual dues; and to keep a database of residents & members. HOA Membership is open to all persons owning or renting a home in Crane Lakes. Membership runs on a calendar year from January 1st to December 31st.

- 1) The ideal committee will consist of two or three people. The Committee Chair will maintain the computer database and all committee members will collect membership applications, dues, and assist with membership drives.
- 2) Accurate records must be maintained for all members joining each year. Accurate records are essential as the list is used for verification of membership in the HOA for voting and election purposes. In addition, the membership list is used for verification of membership for ticket sales to community activities.
- 3) The Committee Chair will check the monthly Courier for new residents and update the file accordingly.
- 4) The Membership Committee will make necessary changes to the Membership Application each year and request approval by the HOA Board. The approved application will then be printed, posted to the HOA website, and a supply will be available on the HOA Bulletin Board.
- 5) Starting with the election in November, the Committee will take applications for new and renewal memberships on Monday evenings during ticket sales; at the HOA Informational meetings; and during any membership drives.
- 6) New Residents will be comped for their first year of Membership, the calendar year they joined.
- 7) Membership Cards will be sent out to Residents through the community mail as soon as possible after receiving their membership application.
- 8) All monies received in dues are to be delivered to the HOA Treasurer using the Membership Deposit Form.
- 9) Applications will be filed according to Lot Number and will be maintained for two years.

- 10) When the Committee Chairperson changes, the former Chairperson shall attend the first meeting with the new Chairperson to ensure a smooth transition and to turn over all the membership files.
- 11) Any change to the annual Membership Fee will be voted on by the HOA Board Members.
- 12) An estimated budget will be presented to the Board of Directors for approval on an annual basis.

Prepared by: Bobbi Eskey

Date: June, 2026

Approved 7/8/2026