

# **NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.**

## **Policy and Procedure**

### **Age Compliance Census, Survey, and Affidavits**

Revised 2-9-2016

- I. To claim age restricted status, Northtown is required by the Housing for Older Persons Act of 1995 to verify no less than 80% of occupied units include at least one resident of minimum age 55. This status must be documented on a biennial basis. As of the date of this Policy the census is conducted in even numbered years and shall continue in that fashion.
- II. The Board of Directors shall appoint two Co-chairs to form a Census Committee no later than the date of the February Board meeting in each census year; one of the Co-chairs shall be a Board member. The Co-chairs shall appoint committee members as required to complete the census and shall assure compliance with this policy statement. The committee shall report to the Board on the progress of the census and the survey shall be completed by the May Board meeting.
- III.
  - A. The survey shall be conducted using the approved form for Affirmation of Residency and Age Compliance. Completed forms shall be filed in both binders identified for such purpose and in the Lot files for the Association. The census form binders shall contain only the current forms but the Lot files shall retain all copies of past residents of each Lot to establish a history of census activity and as a source of information for the Board.
  - B. The committee shall review the binders, Lot files, and the records of the ownership transfer or sale of lots in the Association accounting records to determine any Lots needing to be documented as age compliant for the current census and survey. A listing of such Lots will be compiled showing lot number, address, resident and owner name, phone and e-mail. (Existing forms from past surveys may be used to confirm continuing resident status; such prior forms must be marked "confirmed," signed and dated by one of the Chairpersons on the back side of each form.)
- IV.
  - A. The committee shall contact the residents and owners of the listed Lots either by mail or hand delivered letter requesting completion of the census form; the letter shall include a form copy showing Lot number and address.
  - B. After ten days any resident or owner not responding shall be contacted in person either by phone or face-to-face to complete the form.
  - C. Any lot not updated after these actions may be deemed vacant or may be verified as compliant by affidavit of personal knowledge at the bottom of the form; such affidavits are signed under penalty of perjury. Lots declared vacant shall be documented by filing a form with lot number and address only; such forms shall be marked "vacant" across the face, signed and dated by a Chairperson of the Census Committee.
- V. After completion of the census the Board shall issue a statement of compliance signed by the President and the Secretary. This statement shall include a summary of the findings with the number of vacant and compliant units and shall be posted on the Association website, on the bulletin board outside the clubhouse, and a copy retained in the office files.