

# **Sun Mountain Ranch Club & Membership Association**

## **Business Operation Policy and Procedure**

The SMRC board of directors is authorized by the CC&Rs to approve business activity on a case-by-case basis on lots in the development as long as the business operation can comply with all relevant requirements included in both the CC&Rs and By-Laws. That approval will be based on information provided by the business owner and in most cases the applicant will need to present their proposal at a scheduled board meeting.

The fundamental premise for board approval is that any allowed business operation does not detract from recreational and residential nature of the development as described in the CC&Rs and By-Laws. The board is supportive of those living in the development being allowed to operate a home business from their property accessory to living on the lot as long as there are no substantive impacts to other lot owners or the development as a whole. However, the board does not generally support lots in the development being used for business activity unless the owner / operator's principal residence is in the development. The board understands that there are many situations involving business and living that can't be anticipated and as such will honor and evaluate each request fairly on its own merits.

The board has developed the **Business Operation Application Form** to assist you in applying and to help them with the evaluation and record keeping. Please complete the Application and mail to SMRC PO Box 1227 Winthrop, WA 98862 or email to the Board Secretary at [secsmrc@gmail.com](mailto:secsmrc@gmail.com) for Board member for consideration.

If the answers to all questions are "yes", you can expect fairly quick approval and notification unless the board has questions. Please provide additional details for any question that cannot be answered "No" to provide the board with complete information. If the board requires additional information, your appearance at a board meeting or a process of hearing input from potentially impacted lot owners, you will be so notified. The board will evaluate all information you provide in their determination of the response to your application. Your request will either be:

- Approved as submitted
- Approved with conditions
- Denied

You will be informed of the board's decision by return mail. It is important to note that less formal processes have been used for approvals of business activity in prior years. They may have included written correspondence with the board, notes in board or annual meeting minutes or in some cases verbal approval. This revised process is a result of the current board working toward a more objective, fair and streamlined implementation of the CC&Rs and By-Laws that both makes our job easier and best serves the membership in the long run. Your application and related correspondence, like many other sensitive matters the board deals with, will not be shared with others and will be kept in a file at the board office in a locked room.