

Island Point Marina Lease Procedures for Owners

1. Owners who wish to lease their slip or home (unit) must contact Gardner Management to request a Lease Package that includes required documents, forms, and instructions for obtaining lease approval. Gardner Management can be reached by phone (269) 323-7774 or toll free at (800) 323-7740, by e-mail www.gardnermgmt@ctsmail.net or by writing to: Gardner Management, 5770 Venture Park, Kalamazoo, MI 49009. All lease documents including required permits and checks for fees must be sent to obtain approval. Upon approval, Gardner Management will send a confirmation letter.
2. Owners desiring to rent or lease a condominium unit or slip shall disclose that fact in writing to the Association via Gardner Management at least ten (10) days before presenting a lease form to the potential lessee, and at the time of such notice shall supply the Association via Gardner Management with a copy of the exact lease form for its review of such lease's compliance with the condominium documents. Neither a co-owner nor the Developer shall lease less than an entire unit in the project i.e. co-owners with a home and a slip cannot lease them separately. They must be leased as one unit.
3. Owners must comply with the Short Term Rental Rules for the City of Saint Joseph (see link provided). Owners must submit a City of St. Joseph Occupancy permit .
4. Tenants or non-co-owner occupants shall comply with all of the conditions of the condominium documents of the condominium project and all leases and rental agreements shall so state. The IPM Board of Directors may assess fines to a co-owner for violations of the IPM House Rules by a renter. All renters are to be reminded that Island Pointe Marina is **not a "rental resort"** but a condominium association where many owners live year round.
5. An administrative fee of \$50 is required for each Lease Approval. A check must be submitted with the completed lease documents.
6. Slip Only Leases – In addition to the \$50 administrative fee for each slip lease, a \$240 fee is required with the **first** Slip Lease Approval request. This is a one time annual fee that covers the use of common areas (clubhouse, pool, spa) and electricity, water, and cable at the docks.

7. When leasing a slip, the following restrictions apply to the size of boats appropriate for slips:

<u>Slip Size</u>	<u>Boat Length</u>
30 feet	35 feet LOA
35 feet	40 feet LOA
40 feet	45 feet LOA
50 feet	55 feet LOA (Article 8, Part D.5)

8. Remedies for Tenant's Non-Compliance – please review the Association By-laws Article 10, Section 10.4 for the procedures and process for dealing with non-compliance issues.
9. Penalties for Co-Owner Violations of Lease Policies and Procedures – progressive penalties will be implemented for violations for the IPM Lease Policies and Procedures. Penalties include:
- Letter to Co-Owner outlining non-compliance or violations with a request to remedy the situation(s)
 - Suspension of Association privileges (use of clubhouse, pool, spa)
 - Assessment of a fine - 10.4(B)
 - Revocation of privileges
 - Property lien