**Willow Valley Club Association**

**Associate Member Policy**

**Purpose**

As stated in the By-Laws for Willow Valley Club Association at Article VI, Paragraph 3, “Associate members shall consist of such members of the families of regular members or lessees of regular members as may be determined from time to time by the Board of Directors”.

The Board of Directors hereby establishes the following policy regarding family members and lessees.

**Article I**

**Definitions**

1. Regular Member – is a property owner within a qualifying subdivision whose name is on record, which shall include unnamed spouse, at the Mohave County Assessor’s Office. (By-Laws article VI, paragraph 2)
2. Associate Member – any qualifying family member or lessee of a regular member.
3. Common Areas – include but are not limited to the clubhouse for the Willow Valley Club Association, the beach, the parking lot(s), and the boat launch.
4. Qualifying Family Member – a spouse, an unmarried partner, adult children (including son or daughter in-law), stepchildren, or biological parents of a regular member.
5. Lessor – a regular member who offers to lease or rent their entire property within a qualifying subdivision through a lease or other instrument to allow another person or persons to enjoy the exclusive possession and use of the entire property for a specified period.
6. Lessee – a lessee or tenant who enters into a lease or other instrument for the exclusive possession and use of an entire property within a qualifying subdivision for a specified period.
7. Leased Property – is the property being offered for lease or rent by the Lessor.
8. Sublease Tenant – any tenant of a Lessee.

**Article II**

**Qualifying Family Member**

Willow Valley Club Association shall confirm the identity of a regular member by the name or names of record at the Mohave County Assessor’s Office. In the event of an unnamed spouse, Willow Valley Club Association may require a government issued marriage certificate as verification of such marriage. Individuals named in a trust as owners of a qualifying property within the Willow Valley Club Association are eligible for regular membership. However, individuals designated as benefactors do not qualify as regular members. Benefactors may be eligible for associate membership if they meet the criteria outlined herein.

1. A qualifying family member includes an unmarried partner, adult children (son or daughter in-law), stepchildren or parents of a regular member. In the event an unmarried partner is not an owner of record with the Mohave County Assessor’s Office, the qualifying family member must present sufficient documentation of shared residency with the regular member (such as driver’s license, utility bills) to confirm eligibility for an associate membership. Regular members wishing to add son-in-law or daughter-in-law, mother and/or father, adult children and/or stepchildren as an associate member may do so with sufficient documentation (birth certificate, marriage certificate, adoption paperwork), and accompany the perspective qualifying family member to the Willow Valley Club Association office and both sign the approved form declaring the relationship as true and factual. Any portion of said form found to be fraudulent will result in denial of associate membership status and potential suspension of the regular members’ club privileges. In the event of an unnamed spouse, evidenced by a marriage license, the unnamed spouse shall be recognized as a regular member, removing the need for an associate membership or separate assessment or fee.
	1. In reference to stepparent / stepchild relationships in Arizona the legal relationship is dissolved upon divorce or dissolution of marriage, placing the stepchild qualification in jeopardy. Therefore, the Board adopts the following:
		1. If a stepchild has previously been a paid associate member for at least the previous two consecutive years, said stepchild qualifies to continue his/her associate membership. A lapse in continued membership places the qualification in jeopardy.
		2. If the said stepchild has not sought an associate membership prior to the divorce or dissolution of marriage, said stepchild does not qualify for an associate membership.
		3. The chairman for the Board of Directors shall have the discretion to evaluate any documents presented for evaluation for any associate member under the stepchild qualification and approve or deny the membership qualification. In the event of an unfavorable decision by the chairman the stepchild may appeal the chairman’s decision to the Board of Directors at an open meeting.
2. Regular members wishing to have a qualifying family member become an associate member must sign the approved form that he/she accepts all responsibility and liability for any actions taken by the qualifying family member specifically regarding the common areas.
3. Minor children or stepchildren of regular members are not required to become an associate member until their eighteenth birthday.

**Article III**

**Lessee**

For a lessee to be considered for associate membership in the Willow Valley Club Association, the lease agreement between the regular member and the lessee must be for a specified period not less than 12 consecutive months and the lessee must be a full-time resident of the leased property. Lessee must provide sufficient proof of occupancy including an Arizona government issued identification card, Arizona residency affidavit (ADOT form 40-5143), Arizona voter registration card, bank statement, income tax records, court records. Any items presented must bear the same address as the leased property to be used for consideration for associate membership.

1. Lessor is responsible for notifying the Board of Directors with the name and contact information for any adults occupying the leased property, the time period of the lease, including the beginning and ending dates of the tenancy, and a description and license plate numbers of the lessee’s vehicles as required by A.R.S. §33-1806.01(C).
2. The lessor must provide proof of registration of the leased property with the Mohave County Assessor’s Office as required per A.R.S. §33-1902. Additionally, pursuant to Article III, Paragraph 9 of the Bylaws, the lessor must sign the approved Willow Valley Club Association lessor/lessee form that he/she accepts all responsibility and liability for any actions taken by the lessee specifically regarding the common areas. Lessor may complete this process in one of the following methods:
	1. In person with accompanying identification in the Willow Valley Club Association office, or
	2. Present a completed and notarized application to the Willow Valley Club Association office.
3. Family members of lessees do not qualify for associate membership. Therefore, the lessee must be present when a family member or guest of the lessee wishes to access any common areas.
4. Short-term rentals, including but not limited to weekend rentals, Airbnb or Vrbo (or other similar short-term rentals), and rentals that are not for the exclusive possession and use of the entire property (i.e., room rentals) are expressly denied associate membership.
5. Sublease Tenants do not qualify for associate membership.

**Article IV**

**Associate Member Rules**

1. All associate memberships must be renewed annually.
2. All associate members must pay a non-refundable fee equal to the assessment for the regular member.
3. Associate members do not have voting privileges.
4. Associate members have access to all common areas associated with Willow Valley Club Association, the same as a regular member.
5. Associate members are accountable for the same rules as a regular member.
6. Regular members have the right to revoke their respective associate members’ privileges at any time, with or without cause.
7. Willow Valley Club Association reserves the right to revoke an associate members privilege at any time, with cause, after notice and an opportunity to be heard.