

<b>POLICY TITLE – NEW UNIT INSTALLATION ON HMCI PROPERTIES</b>
<b>POLICY SECTION – PROPERTY &amp; ENVIRONMENT</b>
<b>POLICY NUMBER – 02</b>
<b>DATE OF ORIGIN – JANUARY 2010</b>
<b>APPROVED BY – HMCI BOARD OF DIRECTORS – February 10, 2010</b>
<b>REVIEW /REVISION DATE –</b>

**POLICY STATEMENT** - The Board of Directors of Holiday Manor Co-operative Inc (HMCI) is committed to adhering to all applicable County, State and Federal construction codes for all structures brought into its community.

**PURPOSE** – The purpose of this policy is to articulate the processes & responsibilities of both the Co-op and the resident planning on installing a new residential unit on HMCI property.

**PRINCIPLES & PROCEDURES**

1. All installations of new permanent residences for yearly or extended seasonal occupancy on HMCI property must be approved by the Board of Directors following submission of a completed construction application that has been reviewed and supported by the Environmental Committee.
2. The requesting applicant is responsible for completion of the HMCI Construction Application package.
3. Preparation of the unit site will be in accordance with the requirements of HMCI for permanently placed Recreational Vehicles or Single or Double wide Mobile/Park Models in accordance with Federal, State & County regulations (e.g. concrete versus green base site)
4. New units must be placed on a site that has been purchased as a share investment in HMCI.
5. The submitted request will indicate the steps required by the applicant to insure all plans indicate compliance with current Federal Emergency Management Agency (FEMA), Florida State, Collier County regulations and HMCI Construction guidelines. (e.g. Hurricane and wind zone tie down standards, elevation positioning, sloping, set back regulations, county permitting and /or demolition permits, manufacturing codes etc)
6. All new units brought into HMCI must be of an age that meets the standards required by all Federal, State and County agencies at the time of installation.
7. Any and all costs involved in the placement of a new unit on HMCI property, including applicable permits, impact fees, assembly or construction costs are the sole responsibility of the resident requesting the unit's placement.