



GOLDEN MEADOWS STRATA ASSOCIATION

Boone Hall, Golden Meadows, Stony Hill, St. Andrew, Kingston 9

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Ownership Transfer and Property Rental Standard Operating Procedures

Background:

The Executive Committee of the Golden Meadows Strata/Citizens Association (GMS/CA) is cognizant of the challenges faced by residents and prospective owners to properly settle and effectively manage maintenance of our assets. The GMS/CA Executive Committee was mandated on **January 5, 2020** to establish guidelines or Standard Operating Procedures (SOPs) to guide/manage such operations/eventualities **and to be approved by the AGM**. These SOPs are aimed at establishing **a) A Rental Registry, b) A Property Sale/Transfer Procedures and c) An Evaluation and Recommendation Committee.**

GM Rental Registry Procedures:

The following procedures are to be followed when properties are to be rented.

1. Landlords are required to register their properties for rent with the GMS/CA Executive Committee.
2. Tenants/Prospective Tenants are required to register their interests for rental opportunities with the GMS/CA Executive Committee.
3. The Evaluation and Recommendation Committee will conduct interviews and provide written recommendations to the GMS/CA Executive Committee and the Landlord.
4. Landlords are encouraged to use the recommendations from the GMS/CA Exec Committee before signing a rental contract with their prospective tenants.
5. Persons who are renting properties must be willing to sign a maintenance agreement.
6. The GMS/CA Executive Committee is to provide a set of Official documents to the new Tenants. The Tenants **MUST** sign for the documents.

Property Sale/Transfer Procedures:

The following procedures are to be followed in the process of conducting **Sale or Transfer** of properties to new owners.

1. Owners who intend to sell must notify the GMS/CA Executive Committee and must settle all outstanding maintenance fees.
2. Prospective owners must notify the GMS/CA Executive Committee of intention to purchase.



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3. An invoice with the arrears is to be addressed to both the prospective and existing owners. When maintenance fees are paid up, the receipt is to be provided to both the prospective, existing owners and NHT, if applicable.
4. The GMS/CA Exec Committee should provide the Constitution, Bylaws, and other regulatory procedures to the new owners.

Evaluation and Recommendation Committee Procedures

The following procedures are to be followed in the process of conducting Evaluation and Recommendations for Rental and Sale of properties.

1. The Evaluation and Recommendation Committee (ERC) is to be appointed by the Executive Committee. Th membership should come from the Semi-Detached homes and Blocks/Apartments and at least one (1) Executive Committee member.
2. The ERC will meet once per month. The ERC will maintain meeting minutes.
3. The ERC is to receive rental and ownership change requests (in writing) at least 14 working days before the meetings. The meetings dates will be publicized in the community WhatsApp group and on the Website.
4. The ERC will provide written recommendations to the Executive Committee for recommendations to the owners. The Executive Committee will provide the Tenants and Landlord with the recommendations.

NB. The GM Bylaws discourages any rental or sale of property without the written recommendations from the GMS/CA Executive Committee. The GMS/CA Executive Committee will not take responsibility to publicize the availability of apartments for rent/sale.

End of Standard Operating Procedures

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