

POLA - Employee Housing Procedural Outline
September 26, 2009

By October 1, 2009, and September 15th of each subsequent year – Letter / E-mail to Owners re: Rules, Regulations and the Process.

- ❖ Include the POLA Employee Housing Rules and Regulations. Emphasize that it is the owner's responsibility to insure compliance. Also include a link to the website.
- ❖ Explain that a survey will be sent to owners the first week of January which needs to be completed and returned within 30 days.
- ❖ Explain exemption process-The form (available on the website) must be submitted to POLA by December 1st. By December 15th POLA will meet with the County to review exemption and either grant or deny. If granted, the exemption is good for the upcoming winter. If no exemption granted, the Owner must comply with the Employee Housing Rules and Regulations.

By December 15th – POLA board to review Exemptions

- ❖ POLA subcommittee to gather exemptions and compile a spreadsheet and recommendation to be reviewed by the POLA board at this meeting.
- ❖ The Board, including a Summit County representative, will review each exemption request and grant or deny the exemption.
- ❖ The Board will create a letter to be sent by Mail and E-mail of its findings to all exemption applicants.
- ❖ If granted, the exemption is good for the upcoming winter. If no exemption is granted, the Owner must comply with the Employee Housing Rules and Regulations.

By January 1st - Letter / E-mail to Owners re: Survey and Process

- ❖ Include the Survey and a link to the website to download a copy of the survey and to view the POLA Employee Housing Rules and Regulations. Indicate the Survey must be returned with 30 days either by Mail, E-mail or Fax.

By February 1st - Letter / E-mail to Owners who have not responded with a Survey.

- ❖ Include another copy of the Survey and a link to the website to download the survey and the POLA Employee Housing Rules and Regulations. Indicate that if a survey is not received within 15 days that they will be considered out of compliance and will receive a letter from POLA to that effect.

By February 27th - or the last Saturday in February – POLA Board meets to review Survey results

- ❖ POLA subcommittee to review surveys and complete Survey spreadsheet in preparation for this meeting
- ❖ POLA Board will review the results and determine any out of compliance owners
- ❖ POLA Board to prepare an out of compliance letter indicating the Board's findings, why the Owner is out of compliance and instruct what the Owner must do to correct. One correction option may include an appeal to the POLA Board at a special board meeting held in March at a day and time indicated in the Out of compliance letters.

By March 27th or the last Saturday in March - POLA Employee Housing Board of Appeals to Include a Summit County Representative.

- ❖ Board hears appeals from all in person or by letter and makes ruling to grant or deny.

By April 15th - Final Letter of Determination from POLA to all Appellees

On May 1st – Final Report from POLA must be delivered to the County