

# PLEASANT FOREST CAMPING CLUB

Preserving Our Past, Protecting Our Future



## Prospective Member Packet

## **Thank you for your interest in becoming a member of Pleasant Forest Camping Club.**

Attached is our New Member Application packet.

It contains (7) pages that must be **filled out completely** and returned to PFCC for membership consideration. If it is not filled out completely, it will be returned to you.

Please make sure you have read and signed all documents and understand what is required. If you have questions, contact our Office Manager at (360) 489-0182 or pfclub@gmail.com. Once you have your paperwork completed, turn your forms into our office with the required processing fee. Currently, that amount is \$45 per person.

Our By-Laws and Rules and Regulations of PFCC are the governing documents of this Club and your guides to a successful membership with us. It is very important that you understand both documents, **prior to submitting** your membership application, and that you are willing to abide by the terms for membership set forth in both documents.

PFCC offers **One Type of Membership**.

- a. Seasonal/Occasional is for temporary occupancy up to 180 days maximum per year.
- b. Must provide proof of residency on a semi-annual basis (*at the discretion of the BOD*).
- c. Check in and check out required at the office.
- d. \$100 penalty for each day over the annual allowance of 180 days.

All campsites, or lots, are owned by the Club and are issued to Members through Certificate of Membership for exclusive use by the Member, immediate family, and guests. Sites are to be utilized for recreational purposes only, not permanent residency.

### **Membership Dues and Fees:**

1. Membership Dues: \$2000 annually
2. Garbage: \$5 monthly
3. Handling fee: \$5 monthly
4. Electricity: \$ Monthly - Per your meter reading
5. Transfer Fees: \$ One time - TBD by purchase price
6. Holding Tank Pumping \$TBD (Size of tank, level of use)

**We look forward to welcoming you as a new member with us!**

Sincerely,

Pleasant Forest Camping Club Board of Directors, New Membership Committee, and the Membership

## ELIGIBILITY REQUIREMENTS

*Application and verification documents are valid for 180 days (6 months). If a membership is not purchased within that time frame, application and interview must be repeated.*

### **Minimum Annual Income**

Single: \$35,000

Married: \$45,000

Retired: \$18,000 – One person must make at least \$1500 per month

*(If income requirements not met, each applicant will be reviewed on a case-by-case basis)*

### **Income Verification Requirements**

1. Most current W-2
2. 2 Paystubs (1 current, 1-5 months prior)
3. Self-employed: Must provide copy of business license and proof of income
4. SSD: Must be designated in writing by SSA as a permanent disability
5. 5 years employment verification (*obtained through background check*).

### **Credit Report and Criminal Background Check Requirements**

*Comprehensive background checks are performed using ACRA.net*

- Credit check with credit score 700 or higher. (*If lower, evaluated on a case-by-case basis*).
- No Bankruptcy within 2 years of application. Bankruptcy older than 2 years must be explained at the interview.

### **Grounds for Denial of Membership (\*Not negotiable. All others reviewed on a case-by-case basis)**

- \* Sex offences. Any conviction is grounds for denial.
- \* Drug convictions. Any conviction is grounds for denial (*Illegal substances*).
- \* Prior evictions. Any unlawful detainer action resulting in a writ of resolution in the last 5 years.
- \* Providing false information.
- Tenant history-failure to make required rent or mortgage payments.
- Credit history. Any negative credit history resulting in a collection action.
- Minimum income requirements not met.
- Failure to complete application or provide required documents.

### **Other Requirements**

A copy of the driver's license(s) or photo ID(s) of each applicant to be put into the file for verification purposes.

Must be purchasing a membership for the sole use of the person(s) filling out the application and their guest(s). You cannot add a member to a certificate without that person going through the application process.

\*\*Please initial that you understand the requirements for membership. \_\_\_\_\_

\*\*Please initial that you understand the requirements for membership. \_\_\_\_\_



**APPLICATION FOR MEMBERSHIP**

**APPLICANT'S NAME(S) and INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Driver's License Number and Expiration \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Driver's License Number and Expiration \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address (if less than 2 years) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dependents That Live With You \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

**Pet(s) Please List Breed and Color. *We will require current vaccination records and license upon approval***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT** *(Please provide at least 5 years history. Use additional sheets if necessary).*

Employer \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

How Long With Company \_\_\_\_\_ Salary \_\_\_\_\_ May We Contact? Yes or No

**Retired?** Yes or No

**Disability?** Yes or No

**Have you filed for Bankruptcy in the last (5) years?** Yes or No *(If yes, please explain)*

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**REFERENCES** *(People you have known for at least (5) years, not relatives. Let references know to expect a phone call).*

*Please list at least (2) references for each applicant.*

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**CRIMINAL HISTORY**

**Have you been convicted of a crime in the last (10) years?** Yes or No *(If yes, please explain).*

**Court** \_\_\_\_\_ **Charge** \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION**

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_



## BY-LAWS, RULES AND REGULATIONS

**It is your responsibility to read, understand and accept all the By-Laws and Rules and Regulations prior to becoming a member or accepting membership.**

Below are a few worth noting. *All applicants must initial after each rule.*

1. All campsites, or lots, are owned by the Club and are issued to Members through Certificate of Membership for exclusive use by the Member, immediate family, and guests. Members may stay on their campsite for 6 months but then must obey the 29-day rule, leaving the Club, for the balance of the year, per Thurston County Zoning Ordinance, 20.34.020(8)(e). \_\_\_\_\_
2. I understand that members of Pleasant Forest Camping Club, a Non-Profit organization, own an equal share in the assets of the Corporation. The Membership Certificate entitles members to occupy and use a specific campsite, as governed by our By-Laws. \_\_\_\_\_
3. All Recreational Vehicles must maintain a clean orderly appearance and be road worthy. RVs in a run-down or dilapidated condition are not allowed. These conditions include but are not limited to, peeling paint, broken lights, extreme rust, leaking or non-operational (see Thurston County Code of Ordinance 20.03.040(70) for more specifics). PFCC reserves the right to inspect RVs before allowing on our grounds. \_\_\_\_\_
4. I understand that I must hire a septic pumping company to pump my holding tank. I know that I am not allowed to empty gray water into the ground. \_\_\_\_\_
5. I have been informed of and agree to follow the 10mph speed limit on the main road and 5mph speed limit on all side roads. \_\_\_\_\_
6. I understand I am not permitted to tailgate into the park, and I know I am not to allow others to tailgate me onto the grounds. \_\_\_\_\_
7. I understand that I am responsible for registering my overnight guests prior to them spending the night. Overnight guests are allowed for a maximum of 20 days annually. \_\_\_\_\_
8. The Club has a bar for our members and their guests. I understand that patrons must be 21 years of age or older (with a valid ID). Beverages purchased from the bar must remain in the designated bar area. I understand when bringing guests into the bar, I must sign them in, and they cannot be in the bar area without the member. \_\_\_\_\_
9. I understand that children under the age of 16 are not allowed in the clubhouse after 10pm. \_\_\_\_\_
10. PFCC utilizes an "Improvement Form" that is submitted to our Compliance Committee for approval before starting any project listed on the form, to ensure compliance with PFCC Rules and Regulations, and Thurston County building codes. \_\_\_\_\_



**BY-LAWS, RULES AND REGULATIONS continued**

11. I understand that I must obtain prior approval from the Compliance Committee for the following: Fences, Electrical Power, TV/Internet/Phone installation, Satellite Dish installation, Storage Shed, Gazebo, Deck, RV/Deck, Roof Cover, Greenhouse and any project that may require a building permit. \_\_\_\_\_

12. Community garbage dumpsters are for household garbage only. No furniture, construction debris or items larger than the container are allowed. \_\_\_\_\_

13. PFCC adheres to all county rules regarding pets, which include limits, licensing, vaccinations, cleanup and leash control. Pets are not allowed in Comfort Stations or to be a public nuisance. \_\_\_\_\_

14. I understand that Violation of any Rule, Regulation, or Covenant of the Club may result in fines, suspension, and or termination of membership or other action as deemed appropriate by the Board of Directors.

\_\_\_\_\_

**I agree that I have received a copy of PFCC By-Laws, Rules and Regulations, from the Sales Representative, Membership Committee or via online access.**

**I have read and agree to the complete By-Laws, Rules and Regulations, and any questions have been answered to my satisfaction.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



## PFCC COMMUNITY VOLUNTEERS

PFCC relies on our volunteers for many different projects, to keep our operating costs low. Please help us get to know you better by listing a few of your talents you would be willing to share with your new community.

Skill \_\_\_\_\_

Skill \_\_\_\_\_

Skill \_\_\_\_\_

## CAMPSITE IMPROVEMENTS

PFCC utilizes an "Improvement Form" that is submitted to our Compliance Committee for approval *before* starting any project listed on the form, to ensure compliance with PFCC Rules and Regulations, and Thurston County building codes.

I understand that I must obtain approval for the following: Fences, Electrical Power, TV/Internet/phone installation, Satellite Dish installation, Storage Shed, Gazebo, Deck, RV/Deck, Roof Cover, Greenhouse, any project that requires a building permit.

## DECLARATION

I understand and agree that the information I have provided on this application and it's supporting documents, is true to the best of my knowledge, and that my falsification of this application will be grounds to deny membership or terminate membership. I authorize PFCC to verify all information I have provided on my application. I release PFCC from all damages and liabilities that may result from furnishing this information.

I also agree that I am not seeking to purchase a membership for any party other than myself, and that I understand any person that is seeking membership, must participate in the interview process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_





## APPLICATION PROCESS AND INFORMATION DISCLOSURE

PFCC's Board of Directors utilizes a Committee of our members to assist in reviewing applications and conducting the interview of our applicants.

The application process is as follows:

1. Completed application and background/credit check are reviewed. If you meet the criteria for membership, you will be contacted to set up an interview with Membership Committee.
  - a. Please allow approximately 1 hour for this interview.
  - b. If you do not meet our criteria, you will be notified.
2. After your interview, the Committee will decide on a membership recommendation to the Board of Directors.
3. At this time, your name(s) will be posted in our mailroom for (7) days for comments by our membership as a whole.
4. After the (7) days, our Board of Directors will make the final decision on approval or denial of membership. You will be notified of their decision.

In the event we are unable to approve membership for you at this time, we will destroy all documents associated with your application process.

- I am aware that my application for membership, supporting documents and background information, will be reviewed by the membership committee and a recommendation will be submitted to the Board of Directors based on the information provided and personal interview.
- Pleasant Forest Camping Club submits a comprehensive background check as part of the application process. This may have an adverse effect on a credit score similar to applying for a residency for an apartment. By signing this form, I understand and agree to have this background check submitted on my behalf.
- I understand that all persons on the membership committee have signed a nondisclosure agreement to protect my person information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



## STATEMENT OF OCCUPANCY

PFCC is a great place to visit, spend an extended vacation or use as a retirement home base for retired recreationers, it is not a residential community. In other words, it is not a location for permanent living.

In October of 1995, the Thurston County Government passed strict ordinances that regulate this type of permanent occupancy in any recreational club that lies within Thurston County. In order to comply with Thurston County's zoning ordinance, permanent occupancy by the undersigned shall not be permitted.

Usage: Sites are to be utilized for recreational purposes only. **Not permanent residency.**

- Members may stay on their campsite for a total of six (6) months or 180 days per year (measured on a calendar year basis), leaving the Club for those remaining days.
- Members will be required to provide proof of residency (at the discretion of the BOD) on a semi-annual basis.
- Members who are recorded as having stayed in the Club, using their memberships over the six (6) months or 180 days allowed per year, could face suspension or termination.
- Members who are found to have used more than their six (6) months or 180 days allowed per year (measured on a calendar year basis), will be assessed a penalty of \$100 per day for nonconformance.
- After a minimum of 11 days are assessed, the membership will result in automatic suspension without due process for the remaining portion of the year and will be required to pay a reinstatement fee.

The PFCC Board of Directors is dedicated to comply with county laws and ensure that PFCC is a law-abiding corporation. You are hereby charged with the responsibility to read and abide by all PFCC documents and articles of incorporation.

Should your membership at some time become contrary in your standing to these documents, you will be notified by the Board of Directors. It is your responsibility to ensure that, that which has caused you to be out of compliance with PFCC be remedied.

This could be non-compliance with the by-laws or rules and regulations, in either a monetary or by-law situation or a rule infraction.

If there is a question on your part about how to correct the situation, you should contact the Board and set up a meeting immediately so that the situation does not continue and put your membership in jeopardy of "Suspension" or in the worst-case scenario "Termination," which is always a last resort and only utilized when the Board is presented no other alternative .



### STATEMENT OF OCCUPANCY continued

Upon this request I am supplying \*proof of my residency and my agreement to maintain and adhere to Thurston County’s zoning ordinance, which says campgrounds or recreational vehicle parks are for temporary occupancy only, not permanent year-round occupancy.

- I do hereby certify to the PFCC Board of Directors that I am and will continue to be in compliance with said laws and regulations.
- I have read this document and do hereby understand that it is my responsibility as a member of "Pleasant Forest Camping Club" to acquaint myself with the Club By-laws and Rules and Regulations.
- That the membership elected Board of Directors is the ultimate authority and is charged with enforcement of these documents.
- Ignorance of these documents and the information that they contain, will be no excuse or reason for my membership being in a position of standing less than favorable.
- I will make every attempt immediately to resolve, that which has caused my membership to be out of compliance.
- I also understand that I am only allowed to stay on my campsite(s) for (6) months or 180 days per year regardless of number of memberships that I have purchased.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



### DISCLOSURE STATEMENT

Pleasant Forest Camping Club has received notice from the Thurston County Department of Health that our camping club sewage holding tanks do not meet Washington State requirements and are not approved for use.

The Board of Directors has been in contact with the representatives of Thurston County and are currently meeting with independent septic design consultants to determine what corrective measures will be acceptable to Thurston County Health Department.

Dumping of any wastewater is prohibited (PFCC Rules & Regulations page 10 Septic service) and is subject to fines, cleanup costs and possible termination of membership.

**Your signature below acknowledges that you are aware of the potential of septic changes and that you, by becoming a member of Pleasant Forest Camping Club, agree to hold PFCC harmless for any and all adverse occurrences cause by this event.**

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

# RENTAL SCREENING APPLICATION



521 W. Maxwell Ave. Spokane WA 99201  
 Customer Service : 509 324-1249 • 1 800 304-1249  
 Fax: 509 324-1240 • 1 800 845-7435

TenantScreening@ACRANet.com • www.ACRANET.com

### TYPE OF REPORT

- FULL CONSUMER
- QUICK CHECK
- CO-SIGNER (Credit Only)
- COMPREHENSIVE
- OTHER \_\_\_\_\_

MEMBER ACCOUNT # \_\_\_\_\_

DATE OF APP: \_\_\_\_\_

RENT \$ \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## \*\*INCOMPLETE APPLICATION CAUSES A DELAY IN PROCESSING\*\*

PROPERTY INFORMATION				
MGMT COMPANY	COMPLEX NAME/ADDRESS	REQUESTING AGENT	PHONE#	FAX#
MOVE IN:	MOVE OUT:	DEPOSIT:	PET DEPOSIT:	STUDENT ID#
APPLICANT INFORMATION				
APPLICANT IS: <input type="checkbox"/> APPLYING ALONE <input type="checkbox"/> HAS CO-APPLICANTS		CO-APPLICANT'S NAME(S) (MUST COMPLETE SEPARATE APPLICATION, UNLESS MARRIED) 1. _____ 2. _____		RELATIONSHIP _____ _____
APPLICANT LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
DRIVERS LICENSE #	STATE	DATE OF BIRTH (MM/DD/YYYY)	EMAIL ADDRESS:	PHONE #
SPOUSE'S LAST NAME		FIRST NAME	MIDDLE/SUFFIX	SOCIAL SECURITY #
TOTAL GROSS MONTHLY INCOME \$ (include all sources)	SPOUSE'S DRIVERS LICENSE	SPOUSE'S DATE OF BIRTH (MM/DD/YYYY)	SPOUSE'S PHONE #	
SPOUSE'S EMAIL ADDRESS:		OTHER NAMES USED FOR EITHER APPLICANTS:		
CURRENT RESIDENCE				
(1) PRESENT STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
PREVIOUS RESIDENCE				
(2) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	
(3) PREVIOUS STREET ADDRESS		APT #	CITY	STATE ZIP
TYPE OF RESIDENCE <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> FAMILY/FRIEND		LANDLORD NAME	PHONE	FAX
MONTHLY RENT \$	MOVE-IN DATE	MOVE-OUT DATE	EMAIL	

EMERGENCY CONTACT INFORMATION			
NAME OF CONTACT	ADDRESS	RELATIONSHIP	PHONE
ADDITIONAL OCCUPANTS			
Do you have any dependents that will be living at the property? <input type="checkbox"/> YES <input type="checkbox"/> NO		LIST NAMES AND DATES OF BIRTH FOR ALL OCCUPANTS	
EMPLOYMENT HISTORY			
PRESENT EMPLOYER	CITY STATE	POSITION/TITLE	PHONE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
SPOUSE'S CURRENT EMPLOYER	CITY STATE	POSITION/TITLE	PHONE
SUPERVISOR NAME	GROSS MONTHLY SALARY \$	START DATE	END DATE
ADDITIONAL INCOME <small>Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such income is to be included in consideration for qualification.</small>			
AMOUNT OF ADDITIONAL INCOME \$	FREQUENCY	SOURCE	
MISCELLANEOUS INFORMATION			
Do you have any Service/Support Animals? <input type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, (Please Explain):	LIST PET TYPES AND BREEDS	
CRIMINAL HISTORY			
Have you ever been convicted of any crime? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please use an additional page for multiple offenses)		What level was the offense? <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor	COURT LOCATION:
EVICTION HISTORY			
Have you ever been evicted? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE	Have you ever filed for Bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you request a reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO
VEHICLE INFORMATION			
MAKE AND MODEL	COLOR	YEAR	LICENSE PLATE NUMBER & STATE

Applicant/Co-Applicant certify that the information provided herein is true and that any false information knowingly provided is subject to the penalty of perjury. Applicant/Co-Applicant hereby authorize the landlord and/or agents to verify the information and obtain credit reports, criminal background, unlawful detainer, prior eviction information, past tenancy report and employment verification through ACRA.net. Applicant/Co-Applicant understand that a NON-REFUNDABLE APPLICATION FEE of \$\_\_\_\_\_ single cosigner

\$\_\_\_\_\_ married cosigner \$\_\_\_\_\_ single applicant \$\_\_\_\_\_ married applicant will be paid to the landlord/agent at the time of application is submitted.

Applicant's Signature \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

The undersigned agent for the above-referenced landlord certifies that the information sought herein or in any consumer report prepared by ACRA.NET is for the purpose of evaluating the applicant's residency and no other purpose.



Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is the Policy of the owners and managers of this management company and/or landlord not to discriminate against anyone in any respect in the rental of this dwelling unit because of race, nationality, religion, sex, disability or family status / having children under the age of 18.