

The Forest Club Caregiver Policy

Purpose:

The purpose of this policy is to establish clear guidelines for the use of caregivers consistent with the Association's governing documents, including the occupancy standards to maintain the community as housing for older persons and with the Fair Housing Act. The intent is to balance the needs of the residents who require caregiving assistance with the Association's intent to maintain an age-qualified community.

1. Definitions

- 1.1 **Caregiver:** An individual providing personal care, medical services, or support services to a resident within the HOA community. Caregivers may include licensed healthcare professionals, home health aides, companions or family members.
- 1.2 **Resident:** Any individual residing and occupying a property within the community.
- 1.3 **Age Qualifications:** One person occupying a unit must be at least 55 years of age and the other occupants must be at least 50 years of age.

2: Caregiver Requirements

- 2.1 Residents needing a live-in caregiver must submit a written request to the Association.
- 2.2 Association may request written documentation supporting the need for the caregiver from a licensed healthcare provider who has personal knowledge of the resident's health condition and who can verify the qualifications of the caregiver to provide supportive services.
- 2.3 Caregivers are not considered "residents" for purposes of age qualification requirements, provided they are residing at the property solely to perform caregiving functions.
- 2.4 Caregivers must vacate the property after they cease providing caregiving services, unless the Association has approved their occupancy and they meet the age qualifications.
- 2.5 Caregivers may use the common area facilities only as part of their caregiving services to the resident. Caregivers may not use the common area facilities without the resident being present.
- 2.6 Caregivers are required to comply with the provisions of the Association's governing documents, including any rules and regulations adopted by the Board of Directors.

3: Approval Process

- 3.1 Prior to occupying the property, caregivers must submit a completed application form with all required documentation to the HOA board for review, which may include a criminal background check. The application will be submitted to The Forest Club office, handed to Front Desk, allowing 24/48 business hours for approval.
- 3.2 A change in the caregiver shall require a new completed application.
- 3.3 The HOA board shall review applications within 24/48 business hours of submission. M-F
- 3.4 Approved applicants shall receive written confirmation of the approval from the HOA. Approval shall be valid for as long as the caregiver is providing supportive services to the resident.

4: Implementation

- 4.1 This policy shall be enforced consistent with the Fair Housing Act. No resident shall be denied the right to a caregiver as a reasonable accommodation for a disability.

5: Effective Date

- 5.1 This policy shall become effective on the date of signatory and applies to all caregivers operating within the HOA community currently, and from this date forward.

By signing below, the undersigned hereby approves and adopts the Caregiver Policy.

Approved on this Sept. 23, 2025 [Date] Dianna Wesson
Dianna Wesson, HOA President

This document shall be retained in the official records of the HOA and will be made available to community members upon request.