

MAR Annual Campsite Wait & Move Lists Policy & Procedures Effective July 15, 2021

General Policy & Process

There are a limited number of annual campsites available at MAR and all are filled on an annual basis. In order to fairly assign campsites, members desiring to obtain a first-time campsite must place their name on the Campsite Wait List. Once a member has obtained a campsite, they may indicate a desire to move to a different campsite on any of their subsequent annual campsite agreements.

Campsite Waitlist

If a member wishes to have an annual campsite, they must pay a non-refundable deposit fee of \$500 (those on the waitlist prior to the effective date of this policy will be grandfathered with a non-refundable \$100 fee). Members on the waitlist must have either a Friends of MAR or Full Membership. When a member's name reaches the top of the list, they will be notified and given the opportunity to take the site offered. If the member wishes to accept the site, if applicable, a Friends of MAR membership must be converted to a full membership. The fee will be applied to the Annual Campsite Agreement.

If the member is not ready or declines to take the site, their name is removed from the list and their deposit will be forfeited. Members who ask to be removed prior to January 31 of any year will receive a refund of the \$500 fee.

Move List

In December of each year, members receive the new annual campsite agreement for the following calendar year. With agreement a map of all campsites is provided and site holders may specify any sites to which they would like to move.

Each year, the manager then creates the move list which identifies *for each site*, the requestors in order of seniority. Seniority is defined by the date since the member has *continuously* had a signed campsite agreement. [Should a site holder give up a site and then later move back up the wait list to obtain a new site under a new agreement, the latest date shall define their seniority.].

For any requested site that becomes available, requestors are then notified in order of seniority and offered the site. If the most senior site holder declines the offered site, the manager will then offered it to the next most senior requestor and so on until the site is either taken or remains empty and available to offer to the wait list.

Procedures

Campsite Assignment

- Campsite agreements with the associated \$500 deposit are due by the end of January. The manager then identifies which sites will be vacated based on non-receipt of the campsite holder's deposit and agreement.
- The list of available sites is then compared to the move request list to determine how many sites will be available for possible moves and how many may be available for members at the top of the wait list.
 - a. Based on this comparison, the Manager estimates the number of sites that will likely be available to those on the wait list. The Manager then emails/calls those that *may* be offered a spot and advises them that they have a good chance of obtaining a site for the coming year.
 - i. These members are then asked if they are **ready** (e.g., have an RV or are ready to immediately purchase an RV and ready to pay the annual campsite fee and convert to a full membership if applicable).
 - ii. The Manager also requests the size of the RV in order to determine which sites will be suitable. At this time, members are also advised of the RV size and type requirements per the current Annual Campsite Agreement.
 - iii. These members are then advised that more specific information will be available after the Move List is addressed.
- Moves to specific available sites are offered, based on seniority, and may be accepted or declined.
- Once all moves have been defined, the manager determines which sites will still be available for those on the waitlist.
- The Manager will then email/call the member at the top of the wait list and advise them which sites are available that match their RV size and ask them to choose one. This process is continued, in turn with the next member on the list, until all available sites are filled. During the assignment process, if a member declines the offer of a site, their name is removed from the list and the \$500 fee is forfeited.