

BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
141

HOPA(Housing for Older Persons Act)

Effective Date: 2-20-25

Last Revision: 2-20-25

Version 141

SCOPE: Applies to the Board of Directors Betmar Acres Club, Inc., Trustees, members, and tenants. Guiding documents are Department of Housing and Urban Development: Implementation of the Housing for Older Person’s Act of 1995 (HOPA), Title 24, United States Code of Federal Regulations, (Part 100) and corporate bylaws.

PURPOSE: The purpose is to meet criteria to qualify for exemption: the manufactured home community must publish and adhere to policies and procedures demonstrating intent to provide housing for persons 55 years or older.

POLICY:

1. Betmar Acres Club, Inc. recognizes to meet the intent of a 55 and older community, as least 80 percent of the units must be occupied by at least one person 55 years of age and older, to include rent tenants.

2. Betmar Acres Club, Inc. maintains a monthly verification survey of occupancy. The survey includes Lot Owners and tenants of Lot Owners.

3. Resident files in support of occupancy verification will be maintained as separate files for the sole purpose of complying with HOPA. Such files will not be with general or resident files.

3. Computerized HOPA verification of occupancy shall be maintained as additional verification.

4. All documents, posters, tickets etc. shall state “A 55+ Older Community.

PROCEDURE:

1. Betmar Administration will:
 - a. Maintain computerized documentation of driver’s license for age verification.
 - b. Completes resident paperwork and make copies of driver’s license for file.
 - c. Produce a list of occupants for the HOPA working group.
 - d. Call residents needing documentation for file.
 - e. Check register of deeds every month for record of sales.
 - f. Provide monthly reports to include known rental agreements for the HOPA working group.

2. The HOPA working group will:
 - a. Maintain paper file of every community property and supporting documentation for occupancy verification, including known tenants.
 - b. Assure files will have limited access (stored in vault) and be created for the sole purpose of complying with HOPA.
 - c. Assure segregated documents are kept confidential.
 - d. Meet monthly to update each property on file with completed HOPA forms provided by Betmar Administration.
 - e. Use the monthly reports provided.

3. Landlords are responsible for informing and ensuring tenants register with the office and provide documentation of age.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
141.0	Acres Board of Directors			

141.0 Approved:

Policy and Procedure Chairperson: _____ Date _____

President Betmar Owners Inc./Betmar Acres Club, Inc.
 _____ Date _____

Three (3) Year Policy and Procedure Committee Review Date: 2026

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029

Signed: _____