

## Use of CSA Common Property by Lot Owning Members Process & Application Steps

### Overview

The Policy on the Use of Common Property by CSA Lot Owners was revised at the November 2024 Board of Trustees Meeting. The policy states that it is the obligation of the CSA Board of Trustees (BOT) to ensure that all CSA common property is reserved for the common good and use by the CSA community. CSA common property does not include privately owned lots located within the CSA boundaries. It is recognized that circumstances may arise that cause it to be appropriate to permit CSA Lot Owners to make limited use of common property for certain, specific, and limited purposes, when such use can be accomplished without detriment to the common good.

This policy was revised to include that CSA Lot Owners seeking a new or modified use of common property may not do so without the express written permission of the CSA Board of Trustees.

[Click here to read the entire policy.](#)

The following steps outline the process and timeline for a Lot Owner Request from submission to completion. Not all steps below may be necessary as it is dependent upon the complexity of the request.

Step	Estimated Timing	Activity 1	Activity 2	Activity 3
1	Month 1	Lot Owner submits Request to BOT President using this form: <a href="#">Use of CSA Common Property Request Form</a>	Upon receipt the BOT President will date and acknowledge the request has been received.  Request is passed on to the Buildings & Grounds Committee (B&G)	BOT President advises other Officers and Managing Director as necessary
2	Month 2-3	Lot Owner Application meeting with B&G Committee	B&G reviews request, walks grounds with Lot Owner to understand exactly where and how common property will be used	B&G reviews and documents how request impacts CSA using published criteria
3	Month 3-5	B&G makes recommendation on further action to the BOT President  BOT President to involve others as needed to determine if full Legal Committee preliminary review is	BOT President, following Legal Committee review, submits request to Executive Committee for decision on B&G recommendation  If deemed warranted by the Executive Committee	Board reviews recommendation and makes final decision at next scheduled Board Meeting  If determined necessary by the Board, the matter will be discussed an Open

**Use of CSA Common Property by Lot Owning Members  
Process & Application Steps**

<b>Step</b>	<b>Estimated Timing</b>	<b>Activity 1</b>	<b>Activity 2</b>	<b>Activity 3</b>
		required. If so, forward to Legal Committee	the request is submitted to Board for review.	Forum for community input  B&G advises Lot Owner of decision.
4	Month 6	If CSA approves, Lot Owner to obtain site assessments, studies, survey's, etc. as needed.  If required, B&G obtains CSA site assessments, studies, survey's, etc.  All costs, including CSA costs, are the responsibility of the Lot Owner	If Board approves, Legal Committee to obtain draft PUA or other recommended agreement from CSA legal counsel  All legal costs and recordings, including CSA costs, are the responsibility of the Lot Owner	
5	Month 7-9	Draft legal document sent to Lot Owner for input, comment and agreement.	Finalize any negotiations regarding legal documents  Any changes or amendments at this stage should be on an exception basis.	
6	Month 10-11	Final legal documents executed between Lot Owner and CSA President or Officer	Legal documents recorded in county records	
7	Month 11-24	B&G, with input from Exec Committee, to establish implementation and oversight process	Implementation and compliance monitoring begins	B&G provides regular updates and brings any issues to the Executive Committee

**Use of CSA Common Property by Lot Owning Members  
Process & Application Steps**

The following criteria including, but not limited to, will be used by the CSA to determine if the Use of Common Property request will be granted:

Criteria	Notes
<input type="checkbox"/> Is this request urgent? Does it involve human or property danger? Please explain the urgency.	
<input type="checkbox"/> Is there another way the Lot Owner can accomplish their request without using CSA common property?	
<input type="checkbox"/> Is there a reasonable existing alternative to the Lot Owners request?	
<input type="checkbox"/> Are there environmental concerns/issues that need to be addressed?	
<input type="checkbox"/> Does the request disrupt the beauty of environment – beaches, lake, woods, knoll?	
<input type="checkbox"/> Does the use of common property have legal/property requirements? i.e. are government permits (EGLE, Army Corp of Engineers, Township or County) required for the Lot Owners use?	
<input type="checkbox"/> Does the Lot Owner’s use of the common property create a new liability for the CSA? i.e. would the CSA be required to identify and mitigate protentional risks that could negatively impact us? Would we need to purchase additional insurance for protection? Pay for and put up new signage or warnings?	