

May 1, 2025

Dear CSA Lot Owning, Wildewood Association and Golf Lane Association members,

We need your help adhering to the 2021 updated rental policy requiring property owners in the CSA, Wildewood and Golf Lane Associations to notify the CSA Office of their renters in advance of the rental.

Providing the Office Manager with information on all the persons renting your property during the nine-week season will allow the office staff to welcome and efficiently process those registrations. **A form must be filled out for every rental, for every week of the season, including names of every member of the party; even if they have rented from you before.** Assembly Tickets will not be issued to the renters unless the form is on file with the Office Manager. Renters will be asked to contact the property owner to have them complete the form. They will not receive an Assembly Ticket or be able to use any CSA facilities, attend lessons & activities until this process is completed. From an office perspective, failure to complete these forms and turn them into the office leads to confusion, frustration and embarrassment for your renters when they arrive in the office to purchase Assembly Tickets, and we do not have prior notice of their rental status in your property.

To assist you, we are including the following with this letter:

- A copy of the Rental Registration Form. It can also be found on the CSA website as a fillable pdf Form https://summerassembly.org/images/Board/Owner_Renter_Registration_Form.pdf First download the form, complete it and save it. Either print and mail the completed form via USPS to: CSA Office Manager, at the address on the form or email to officecsa2128@gmail.com.
- A standard letter to be used by property owners.

Your acceptance and adherence to the rules and policies goes a long way in helping the Office make your renters registration experience a positive one. **It is extremely important for renters to register at the office:**

- As stated in the CSA's USE OF PROPERTY REGULATIONS **all rentals must be for a minimum of one week.** No weekend rentals are permitted.
- Annual Assembly Tickets are the way our community monetarily supports the CSA. These monies go to pay for: grounds, beaches, tennis courts, roads, building maintenance and improvements; activities, lessons & programs; staff salaries; insurance & property taxes; the Crystal View and more.
- All persons aged three (3) years and older must register. Please communicate the fees to your renters – they are printed annually in the Assembly News. An auto sticker is also required and must be displayed prominently on the vehicle. **If the renter does not pay the fees, you are responsible for their registration and payment to the CSA.**
- You are not required to register your renters during the offseason, but they must still abide by the Policies and Rules of the Assembly as printed in the Assembly News, which apply year-round.

Your cooperation is greatly appreciated,

Amy Somero, Managing Director

Lou-Ann Willsey, Office Manager

CSA Board of Trustee

Owner's Renter Assembly Ticket Form

During the nine-week summer season, owners on the CSA grounds, Wildewood and Golf Lane Associations who rent out their cottages are required to fill out this form in order for their renters to obtain the required Assembly Tickets. CSA Office Staff needs the information provided in the form so they can welcome and register renters efficiently.

Assembly Tickets will not be issued to the renters unless this form is on file with the Office Manager. Please complete the form and mail it to Office Manager, CSA, 2128 Pilgrim Hwy, Frankfort, MI 49635 or email it to officecsa2128@gmail.com.

Owner's full name: _____

Owner's CSA, Wildewood or Golf Lane property address: _____

Owner's email address: _____

Owner's phone #: _____

Local Contact Person/Phone # if owner is not in the area: _____

Dates Renter in residence at CSA, Wildewood or Golf Lane: _____

Renter's full name: _____

Names of all individuals in the Renter's group (optional, please provide birthdate for all children under age 18):

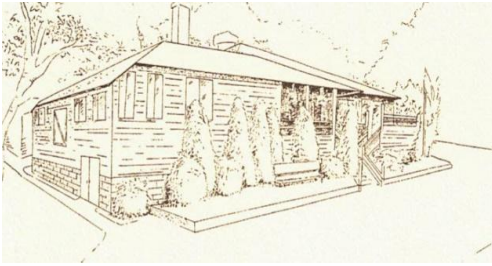
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Renter's home address: _____

Renter's email address: _____

Renter's phone #: _____

The birthdates for children help us to maintain appropriate services and staffing for both adult and children's programs each season. **The information will not be shared or used outside of the CSA.**



CONGREGATIONAL SUMMER ASSEMBLY
2128 PILGRIM HIGHWAY FRANKFORT, MICHIGAN 49635-9247

Dear Renters,

Welcome to the Congregational Summer Assembly (CSA).

As a renter in the CSA, Wildewood or Golf Lane, you are required to register at the Assembly Building, 2128 Pilgrim Highway, (the big brown building by the ball field) for the weeks you are renting during the 9-week summer season.

At registration, you are required to purchase an Assembly Ticket for each person (3 years and older) for each week in residence. This fee pays for the use and access to roads, beaches on Crystal Lake and Lake Michigan, tennis and swimming lessons, Youth, and all other activities of the CSA.

In addition, you must purchase a sticker for each vehicle you have on the CSA roads and property. A racquet tag must also be purchased for the use of the Tennis and Pickleball Courts at the CSA.

When you register at the Assembly Building be sure to pick up a Welcome Folder. Among other things, it includes information about activities, programs, lessons, quiet hours (11:00 pm - 8:00 am), trash pickup, and pets. No alcoholic beverages, illegal drugs, smoking devices, marijuana, intoxicants derived from marijuana or fireworks are to be used on any CSA common properties and beaches.

Enjoy your stay!

For questions about your cottage, please contact Owner:

Name _____ Phone _____

Or Local Contact Person if owner is not in the area:

Name _____ Phone _____