



# Welcome New Leaseholders!

We're so glad you're here! Here is a handy checklist to help you get settled!



- 1) While you are at the office, check your paperwork, provide emergency information, pick up the shed keys and get a Park map.
- 2) Obtain an Evergreen Coho parking decal from the office for each vehicle (up to 2 passenger vehicles). This must be displayed in the rear window on the driver's side of the vehicle.
- 3) The Park Wi-Fi (SKP Park 2.4GHz or SKP Park 5GHz) is available to all leaseholders. The PASSWORD is: \_\_\_\_\_, which is also posted on the bulletin board inside the mailroom and on the Park website.
- 4) As soon as possible, register for the "Park Members Only" section of the Park website.
  - ✓ Go to [www.cohoskp.com](http://www.cohoskp.com).
  - ✓ Choose the "Park Members Only" link and click "New Member Registration."
  - ✓ Complete and submit requested information. You will receive a response via email within a few days.
  - ✓ Complete the registration form and submit with your preferred password.
- 5) Once your new member registration is complete, log in to the "Park Members Only" section and review the links:
  - The New Leaseholder Guide (2019/2020) contains some of the Standing Rules that will be helpful to you during your first 90 days as a leaseholder.
  - Frequently Asked Questions (FAQ) (you will find these very helpful).
  - Committees – The Park needs YOU! Jump right in. Our Park is "RUN BY VOLUNTEERS."
  - To find critical Park details, pull down the "Park Members Only" menu to the "Park Members (Leaseholders) Information."
  - Wi-Fi information
  - The Park "rules" are listed in three main documents: Bylaws, Standing Rules, Policies and Procedures. Please pay special attention to the rules and procedures regarding lot Improvements.
  - **Note:** Park regulations and other important Park information are also posted on the clubhouse bulletin board in the main entryway.
- 6) The mailroom is located on the east side of the main entrance.  
**The DOOR CODE is:** \_\_\_\_\_
- 7) Your Certificate of Membership and Membership Lease Agreement are your Lot Documentation. You will need to provide copies need them for any lot transfer.

## New Leaseholder Checklist (continued)



- 8) Before making ANY Lot improvements, it is VERY IMPORTANT that you check the Standing Rules, Section III for Lot Management and contact the Chair of Lot Management Committee. Get the correct forms from the office.
- 9) Attend the New Leaseholder orientation including a tour of clubhouse. Your invitation will be emailed. Tours of the Storage Area, Shop, Landscape and Maintenance Buildings will be scheduled separately, and an email will be sent to you with the date and time.
- 10) Let's get to know you: if you have not sent in a photo, please give a current photo with your name(s) and lot number to Diane Roulier, lot #230. This will be placed on the Park's photo map located on the southeast wall in the clubhouse. Also, write a short Bio about yourself) for *Coho Tales*, the Park newsletter, and email it to orangeconeroad@hotmail.com.
- 11) Notify the office if you are going to be gone more than 5 days. If your lot is eligible and you wish to make it available in the rental pool, inform the office and complete paperwork authorizing rentals before leaving the Park.
- 12) For fire safety, the Park requires a 50 ft. hose with a nozzle, in good repair, attached to the pedestal water supply on each site and ready for use at all times.
- 13) Additional questions? Look for answers in the Park Members Only section of the Park website or contact the office or any Board member. A list of Board members is posted on the bulletin board.