

This Information is from the CBHA Rules & Regulations Effective November 16, 2022

To see the entire Rules & Regulations click here

[CBHARules®s11/16/22](#)

When Selling Know this:

II. Administration

6. The office must be notified of any change of a property owner's (member's) home or mailing address and phone number. The office shall be notified of any sale or transfer of property within CBHA. All new members must notify and personally check into the office within ten (10) business days of ownership.

7. At the time of sale of property within CBHA, a transfer fee of \$400 will be assessed at closing to cover the cost of providing property status information to the title company and establishing membership services for the new owner.

8. To be consistent with Thurston County guidelines, before a property with a septic system is sold or transferred, CBHA requires a Time of Transfer Evaluation Report be issued as per Thurston County regulations. The goal is to protect public health by evaluating septic systems, identifying, and repairing failing systems, and locating unknown systems. This requirement is in effect January 1st 2023.

TIME OF TRANSFER EVALUATION PROCESS

- a. INSPECTION: All Components of the septic system must be inspected by a Thurston County certified pumper, monitoring specialist, or installer. The inspections must be completed within

- twelve months prior to submitting the Time of Transfer Application.
- b. PUMPING: All septic tanks and pump chambers must be pumped by a Thurston County certified pumper. Pumping must be completed within twelve months prior to submitting the Time of Transfer Application, unless verified at the time of inspection that the tanks have not been used since the time of installation.
 - c. APPLICATION SUBMITTAL: A Time of Transfer Application must be submitted for each septic system prior to properties being sold or transferred.

EXCEPTIONS: A Time of Transfer Application is not required under the following circumstances:

- A New septic system (consisting of both sewage tank(s) and drain field installed within the last (12) twelve months, provided the newly installed system was permitted and approved by Thurston County Environmental Health. A newly installed septic tank or newly installed drain field by itself does not constitute a new system.

If you are wanting to rent your property in Carlyon Beach:

VI. LANDLORD/TENANT (RENTER)

1. Members may rent or lease out no more than one land parcel, which must have permanent living quarters. Renting or leasing of undeveloped lots is prohibited in CBHA regardless of the number of parcels owned by the member.
2. Lease/rental agreement shall be for a minimum of 6 months. A copy of the lease agreement must be provided to the CBHA office. Ensure that

the property is rented/leased to only an individual or single family and is rented/leased on at least a month-to-month basis. No vacation rentals or short-term vacation renting is allowed.

3. Owners renting/leasing property within CBHA shall: Come into the CBHA office and complete the required rental paperwork within ten (10) business days of the date the property is rented /leased to a new tenant. Owners may request and complete this paperwork via email or fax if an office visit is not an option for them.

4. Tenants must come into the office within ten (10) business days of occupancy of a new rental/lease to register.

5. Members (Landlord) renting/leasing property within CBHA are responsible to ensure that the occupants of their property comply with CBHA Rules and Regulations, By-Laws and Covenants. The member is ultimately responsible for the actions or inactions of the tenants and will be held accountable for compliance with these Rules and Regulations.

6. Tenants may participate in community events and use park facilities except for the kayak racks and the launch ramp (see further statement). They may also lease the use of a man gate key from the office. In addition, they may lease a boat slip if available (that comes with a launch ramp key) or a kayak rack if the owner of their rented property is willing to take full responsibility for the lease of these amenities and the property owner does not lease a kayak rack for personal use. *Tenants are ineligible to lease a launch gate key or rent the club house.

FOR MORE INFORMATION SEE THE FULL DOCUMENT HERE:

[RULES®ULATIONS](#)