



# EC WALDHEIM PARK ASSOCIATION

WALDHEIM PARK - ALLENTOWN, PA 18103-6701

## INSTRUCTIONS FOR SALE/RENTAL OR OUT-OF-SEASON OCCUPANCY OF COTTAGES IN WALDHEIM PARK

Dear Applicant,

We are happy to know of your interest in Waldheim Park. As you are aware, we are a church related private Park affiliated with the Evangelical Congregational Church. It is important that you fill in the application as completely as possible. We are especially interested in your personal testimony. The form should be returned as soon as possible for consideration. The following items are listed for ease of understanding:

- No cottage may be sold, transferred, rented or used out of season without the proper form being submitted and permission granted by the Board of Directors.
- Except for a few Out-of-Season Occupancies, all other cottages are let as Recreational Cottages as defined in PA Section 103 of Act 92 and may be occupied between May 1<sup>st</sup> and October 31<sup>st</sup>.
- All completed forms must first be submitted to the Screening Committee for consideration:
  1. Application completed by both seller and purchaser(s)
  2. Letter from your Pastor indicating you are a member(s) in good standing for at least 1 year
  3. The reference number from your Background check(s)
  4. Credit history(s) to assure fiscal responsibility (*unless you are applying to rent*)
- The Screening Committee will make recommendations to the Board of Directors on each applicant after they have reviewed/completed the following:
  1. Application
  2. Credit report
  3. Background and Reference check, Phone conversation with Pastor and
  4. Conducted an interview with the Candidate(s)
- Applicants will be notified within 15 days of the decision of the Board of Directors either by letter or personal contact.
- If you are approved for a cottage purchase, you must submit a certificate (Declaration Page) showing proof of home insurance covering your cottage to the Waldheim Park Stock/Lease Secretary within 30 days of your purchase. In accordance with your lease, this policy must list The EC Waldheim Park Association as an additional insured.
- All persons purchasing a cottage must own ten (10) shares of stock.
- Appeal of any decision should be made within 60 days of notification of the action taken and will be considered by the entire Board of Directors at a regular meeting.
- The By-Laws do call for a 6 to 4 ratio in stock ownership. That is, for every four (4) shares of stock owned by a non-EC Church individual, six (6) must be owned by an EC Church Member. This may affect the decision of the Board of Directors.
- Please return your completed application to the Screening Committee Chairperson, Marlyn Potts at 74 Waldheim Park, Allentown, PA 18103-6774. If you have any questions, please contact a member of the Board of Directors or Marlyn at 484-695-6065.

EC Waldheim Park Association Board of Directors

Revised June 23, 2025