



# TAMIAMI VILLAGE REAL ESTATE CO-ORDINATOR PROCEDURE

## **Purpose:**

Describe the process the Real Estate Co-Ordinator will follow to ensure that all residents are informed of and are in compliance with the real estate policies and guidelines of the Tamiami Community. Define the application process (if an application is necessary) that will be followed by all residents of Tamiami Village. Eliminate confusion, create structure and enforce uniform standards.

## **Requirements:**

- The Real Estate Co-Ordinator is an office staff position.
- Residents will be provided with a copy of new or amended policies.
- For a policy to be a “Policy” of the Tamiami Master Association, Inc. Board of Directors, it must be moved, seconded and carried by the Tamiami Master Association, Inc. Board of Directors as a policy of the Board.
- All policies and amendments to policies must be reviewed by the Real Estate Co-Ordinator no less frequently than one year from the date of last review.
- In conducting its review of policies, the Real Estate Co-Ordinator shall ensure that any policy which requires management involvement or implementation where changes are proposed to be made, that such policy or proposed changes be vetted by the relevant manager(s) prior to coming to the Tamiami Master Association, Inc. for review.

## **Application Process:**

If an application is required, it can be obtained at [tamiamicomunity.com](http://tamiamicomunity.com) or by request from the Tamiami Village Office. The application will give the specifics as to what is required and directions on how to proceed.

## **Appeal Process:**

Applicants, with applications not approved by the Tamiami Master Association, Inc. Board of Directors may appeal in writing to the Tamiami Master Association, Inc. Board of Directors for reconsideration of their application. The letter should present any extenuating circumstances which should be considered for their application. The request by the applicant must be submitted to the Tamiami Master Association, Inc. at [tamaimimaster.com](http://tamaimimaster.com) or by giving their appeal letter to the Tamiami Village Office addressed to the Tamiami Master Association, Inc. within thirty (30) days of notification denying their application.

## **Supporting Documents:**

Application for Buyers, Renters or Additional Occupants  
Canadian Application for Buyers, Renters or Additional Occupants  
Master Association Motions:  
July 20, 2023