Mt. Gretna Campmeeting Association

MGCA Cottage Rental Policy

Purpose: To provide the policy for administration of Rule 20 of the Mt. Gretna Campmeeting Association Rules & Regulations.

Policy Detail:

General Policy Provisions

Permits will be granted only to MGCA Members who are identified as owner of the cottage to be rented.

Permits are property-specific. A Member who owns and wishes to rent out multiple cottages must obtain a separate permit for each cottage.

Permits are non-transferrable.

The cost for new permits and permit renewals will be established by the Board of Managers. The Board may review the cost annually and adjust it if deemed necessary.

The Property Ownership Committee and Executive Committee are jointly responsible to oversee administration of this policy.

Number of Permits

Except as noted in Paragraph Seven below, a maximum of seventy-two (72) permits will be granted for Short-Term Rentals.

Cottages rented in whole or part for periods of less than thirty (30) consecutive days are considered Short-Term Rentals.

There shall be no limit on the number of permits granted for Long-Term Rentals.

Cottages rented in whole or part to the same renter(s) for periods of thirty (30) consecutive days or longer are considered Long-Term Rentals.

Permit Duration

Permits shall be valid for one calendar year (January 1 to December 31) except in the case of permits granted mid-year, which shall be valid from the issue date until December 31 of the year issued.

New Permit Applications

Applications for new permits may be submitted at any time. For an application to be valid, it must include all required information and be accompanied by payment for the permit fee.

Applicants will be provided a written response (conditional approval, waiting list placement, or denial) within fourteen (14) days of receipt of their application by the MGCA office.

A Member whose application receives conditional approval must participate in a one-time landlord orientation within fourteen (14) days of notification of that approval. Their permit will be granted upon completion of the orientation.

Failure to complete the landlord orientation within the specified time may result in permit denial.

Applicant Waiting List

If the number of new permit applications for Short-Term Rentals exceeds the number of permits available, a waiting list will be established. Applicants will be placed on the list based on when their application is received by the MGCA office.

Applicants placed on the waiting list will have their payment returned to them as soon as practicable.

When permits become available, and subject to disqualifying factors noted in Paragraph Seven below, applicants on the waiting list will be granted conditional approval on a first-come, first-served basis and so notified in writing.

Failure to complete the landlord orientation within the prescribed time after being granted conditional approval and/or failure to pay the permit fee upon completion of the orientation may result in permit denial.

Renewal of Existing Permits

In October of each year, a permit renewal notice/application and invoice for the following year's permit fee will be mailed to all permit holders.

Subject to disqualifying factors noted in Paragraph Seven below, if the completed renewal application and payment are received by the MGCA office by December 1st, the associated permit will automatically be renewed and the Member so advised in writing. Renewal applications must include all required information and be accompanied by payment to be valid.

If the completed renewal application and payment are not received by the MGCA office by December 1st, the associated permit will expire on December 31, the Member will be so notified in writing, and any payment for the permit renewal will be returned to the Member.

Disqualifying Factors, Denials, and Appeals

Subject to a decision by the Executive Committee, a Member who has unpaid and/or delinquent fines and/or assessment fees may be denied a new permit, permit renewal, and/or have their permit(s) revoked.

Subject to a decision by the Executive Committee, a Member who has been fined three (3) or more times in any rolling one-year period for violations of MGCA Rules and Regulations may have their permit application(s)/renewal(s) denied and/or their existing permit(s) revoked. The Member's application(s) for a new rental permit(s) may also be denied for a period of one year from the date of that denial or revocation.

A Member whose application/renewal is denied or whose permit has been revoked may appeal the denial or revocation in accordance with the MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances, and Appeals, available on the MGCA website and from the MGCA office.

Exceptions to the 72 Short-Term Permit Limit

The Executive Committee may allow exceptions to the 72 Short-Term permit limit provision of this policy in the event of special Member circumstances such as job loss/relocation, military deployment, rent-back to seller, etc.

A Member seeking an exception must submit a written explanation of the special circumstances and requested duration of the exception.

A permit granted under this provision will remain valid for a period of time determined by the Executive Committee.

Tenant Violations of Rules and Regulations

Members are responsible for compliance with all MGCA Rules and Regulations on the part of their tenants. Tenant violations of these rules are considered to be violations by the Member.

Tenant violations will be handled in accordance with MGCA Rules and Regulations, Procedures for Violations, Penalties, Variances and Appeals.

Members must designate and keep current with the MGCA a primary and secondary contact.

If notice of a violation is served to a tenant, it will also be served to the responsible MGCA Member and (if applicable) their primary or secondary contact.

The primary or secondary contact must be reasonably available and responsive to take immediate corrective action upon receiving oral or written notice from a designated MGCA representative of violations involving:

Noise

fire/open flame/burning

reckless driving

removal of trees/tree limbs

building permits/codes/restrictions

Discretionary Power: Unless specified above within the policy, discretionary power lies with the Board of Managers

Dates: Adoption: July 20, 2021
Revision: February 17, 2026, November 17, 2026
Rescission: