

APPLICATION PROCESS FOR MEMBERSHIP

The following outlines the eight-step process by which prospective members are reviewed, interviewed, and approved to join the Silver Glen Cooperative community. Each step is managed collaboratively by the Marketing Committee, Board of Directors, and Property Manager.

#1	INITIAL INQUIRY & TOUR Prospective members contact Silver Glen, the SG Elite Team/Realtor or marketing to schedule a tour. During the initial screening, candidates are evaluated for compliance with Silver Glen's non-smoking policy, pet policy, age requirement (55+), primary residency requirement, and independent living status.
#2	POST-TOUR DECISION Following the tour, the prospective member indicates their interest: purchase a specific available unit, join the notification list for a future unit, or decline. If ready to proceed, the candidate receives the Silver Glen Membership Application to complete and return to the Property Manager to begin purchase process.
#3	APPLICATION RECEIVED The Property Manager receives the completed Membership Application and promptly notifies both the Marketing Committee and the Board of Directors.
#4	MARKETING COMMITTEE INTERVIEW Members of the Marketing Committee conduct an interview with the prospective member, using the Membership Application and tour packet materials as a guide. Community participation and volunteer expectations are emphasized. Candidate feedback — including input from the tour guide — is shared with the Board.
#5	BACKGROUND, CREDIT & FINANCIAL REVIEW If the candidate remains interested, the Property Manager initiates credit and background checks and collects required financial documentation. All findings are shared with the Board for review and evaluation.
#6	BOARD INTERVIEW & APPROVAL Board members conduct a formal interview with the prospective member once the Marketing Committee interview and all checks are complete. The Board then votes to approve or decline the membership application.
#7	UNIT NEGOTIATION Upon Board approval, the prospective member meets with the unit owner and Property Manager (or SG Elite Team) to discuss the selling price — not to exceed the Membership Transfer Value (MTV) — and to confirm what is included, replaced, or updated in the unit.
#8	WELCOME COMMITTEE NOTIFIED The Welcome Committee is notified of the incoming member and begins coordinating pre-move-in outreach, community orientation, and floor buddy assignment to ensure a smooth and welcoming transition.

Note: Some steps may overlap or occur concurrently depending on unit availability and timing. The Property Manager serves as the primary point of contact throughout the process. For questions, contact the office at (425) 957-1032 or silverglenMGR@coastmgt.com.

