



## Rentals in Lake Naomi & Timber Trails Frequently Asked Questions

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### **I am looking to purchase a property in Lake Naomi or Timber Trails, do you allow short term rentals?**

The Lake Naomi Club is made up of two communities, Lake Naomi, and Timber Trails. Each community has its own homeowner's association (HOA); Pocono Pines Community Association (PPCA) for Lake Naomi and Timber Trails Community Association (TTCA) for Timber Trails. There are currently no restrictions on short-term rentals within the two community associations. This could change in the future. TTCA charges a rental registration fee of \$150.

If you rent or loan your home out and want to extend use of the facilities to the occupants, a Temporary Membership is required. Temporary Membership provides access to all Club amenities. This program is designed to be used only when the homeowner is not present. To sponsor Temporary Memberships, the homeowner must pay all applicable fees, join in the Family category, and submit the annual rental registration fee of \$175 to the Club. *(If the home is in Timber Trails AND you are joining the Club, both rental registration fees apply).* The Temporary Member pays a fee to join the Club during their stay. *(For costs associated with Temporary Membership, please see our informational page on [www.lakenaomiclub.com](http://www.lakenaomiclub.com) under the drop down menu Membership then Temporary Member).*

A homeowner can offer Temporary Membership six times in a calendar year, with a maximum of four during peak season, Memorial Day through Labor Day. All rentals must be for one week or longer and run from Saturday to Saturday.

### **Can I list my property on AirBnb and VRBO?**

Yes. Please keep in mind that the Club monitors all listings in the community and will contact you directly in the case of false advertising. Your listing must contain truthful information regarding the community and its policies.

### **Do I have to become a Member of the Club to rent out my property?**

No, Club Membership is not mandatory when you purchase a home in the community, however, please keep in mind that most people who look to rent in the community expect to have access to the amenities during their stay. *(For costs associated with joining the Club, please see our New Member Fee Sheet on [www.lakenaomiclub.com](http://www.lakenaomiclub.com) under the drop-down menu Membership then click on Club Membership).*

### **Do I need anything from the township to rent my property?**

Yes, if you plan on renting your home for thirty days or less you are required to have a permit. Most homes in Lake Naomi and Timber Trails are in Tobyhanna Township, however a small portion of homes in Timber Trails are in Coolbaugh Township. If you are not sure what township your home is in, check your tax records.

Tobyhanna Township recently passed a short-term rental ordinance that now requires you to apply for and purchase a permit if renting your home for thirty days or less. The initial permit fee is \$600, and the renewal fee is \$500. The permit is valid for one year from the date of approval. You can apply for a permit online through the web-based portal or in person at their office, located at 105 Government Center Way, Pocono Pines, PA 18350. Please visit their website for more information: [www.tobyhannatownship.pa.gov](http://www.tobyhannatownship.pa.gov) or call their office at (570) 646-1212.

Coolbaugh Township has a short-term rental ordinance that requires you to apply for and purchase a permit if renting your home for thirty days or less. The initial permit fee is \$200, and the renewal fee is \$150. The permit is valid for one year from the date of approval. You can apply for the permit online or they offer a paper application that can be mailed or dropped off to 5520 Municipal Drive Tobyhanna, PA 18466. Please visit their website for more information: [www.coolbaughtwp.org](http://www.coolbaughtwp.org) or call their office at (570) 894-8490.

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**Below is a recap of what must be paid by homeowners offering short term rentals:**

**1. \$600 initial permit fee to Tobyhanna Township; then \$500 annual renewal fee**

**Who must pay it:** *All* homeowners in Lake Naomi and *most* homeowners in Timber Trails\*\* who offer their home for rent for thirty days or less.

**How to pay it:** Go to [www.tobyhannatownshippa.gov](http://www.tobyhannatownshippa.gov) or visit their office at 105 Government Center Way, Pocono Pines, PA 18350.

\*\*A small number of homes in Timber Trails are located in Coolbaugh Township where the initial permit fee is \$200 and the annual renewal fee is \$150. To apply and submit payment for the permit, go to [www.coolbaughtwp.org](http://www.coolbaughtwp.org) or visit their office at 5520 Municipal Drive, Tobyhanna, PA 18466. If you are unsure in which township your home is located, check your tax records.

**2. \$175 rental registration fee to Lake Naomi Club (not required if no temporary membership is being offered)**

**Who must pay it:** All Club Members in Lake Naomi and Timber Trails who rent their home AND offer temporary membership privileges to the occupants.

**How to pay it:** Visit [www.lakenaomiclub.com](http://www.lakenaomiclub.com) and log in to the members' section. Click on "My Account", then "Member Hub", then "Homeowner Rental Registration Form". Payment may be submitted online by credit card.

**3. \$150 rental registration fee to the Timber Trails Community Association**

**Who must pay it:** All homeowners in Timber Trails who rent their home.

**How to pay it:** Visit [www.lakenaomiclub.com](http://www.lakenaomiclub.com). Before logging into the members section, look under "Community Association", then "Timber Trails", then click on "TTCA Rental Property Registration Application". Payment may be submitted online by credit card.

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Lake Naomi Club Administrative Office - (570) 646-9191

*Office hours: Monday through Saturday 9:00AM – 4:45PM*

Tobyhanna Township Office – (570) 646-1212

*Office hours: Monday through Friday 8:00AM – 4:30PM*

Coolbaugh Township Office – (570) 894-8490

*Office hours: Monday through Friday 8:00AM – 4:30PM*