

To: Rental Property Owner
From: Wendi Freeman, Community Manager
RE: TTCA Rental Policy 2022
Date: June 15, 2022

Dear TTCA Member,

The Timber Trails Board of Directors is aware that you rent your home either privately, through a real estate agency or through an online service. In June of 2020, due to the increased number of rentals, the Board found it necessary to form a policy regarding rental guests entering Timber Trails. We are hopeful that you will understand that this policy is to insure the safety and security inside Timber Trails and to streamline the check-in procedures at the Gatehouse. When a rental guest shows up at the Gatehouse with either incomplete paperwork or no paperwork at all, the Gatehouse staff must hold up others while the passes are made, maps and routes prepared, and questions answered. This has caused a serious issue of cars backing up onto Route 423 and, generally, just an inconvenience to other Timber Trails Members and Guests.

All rental properties in the Timber Trails Community must provide the Rental Property Registration Form and fee for Registration. The fee to register your property to rent for 2022 is \$150. This fee will offset the 2022 expenses of the Gatehouse Ranger time to monitor the rentals, provide check in services, etc. The fee will be analyzed on an annual basis by the TTCA Board of Directors and adjusted if necessary. Rental Registration Forms are due by July 1, 2022. The Rental Property Registration form can be found online on the Lake Naomi Club website, "Home Ownership" tab, Timber Trails Community Association. Please print the form, provide the required information, and submit the Rental Property Registration Form to the Administrative office with payment.

All rental guests coming into Timber Trails are required to acknowledge, sign, and provide vehicle information via the TTCA Rental Policy and Rental Agreement/Vehicle Identification Form. This paperwork must be submitted by the **OWNER OF THE PROPERTY**. The owner of the property must sign off on both the policy and the cars that the **OWNER** is approving to be allowed into Timber Trails. You, the owner, must determine how many cars are acceptable based on your occupancy expectations and your available driveway parking. Please remind your renters that cars are not permitted to be parked on the Timber Trails roadsides.

It is the **Owner's responsibility** to supply the forms to your rental guests, receive them from your rental guests, review the vehicle registrations, approve it by signature and provide that paperwork to the Administrative Office **within 72 hours of the Rental Guest's arrival**. Please also remember, this is YOUR property and YOUR guest. Should your guest violate the Code of Conduct as set forth and voted upon by all TTCA Members, you the property owner are responsible for the fines that may be assessed. As an OWNER, you must make sure that your guests are aware of the policies and aware of the consequences.

If you have any questions regarding this policy, please feel free to contact me via email, wfreeman@lakenaomiclub.com. Looking forward to a wonderful 2022 summer season!

Timber Trails Community Association
Rental Property Registration Application
2022

Property Owner _____

Property Address _____

Property Owner Contact

Phone _____

Email Address _____

I will be renting my property:

Short Term (less than 30 days) _____

Long Term (longer than 30 days) _____

2022 Rental Property Registration Fee (\$150.00) enclosed _____

By registering my property for rental use, I agree that I have read the TTCA Governing Documents, including but not limited to, the TTCA Deed Restrictions and the TTCA Code of Conduct. I agree that I will provide this information to my rental guests PRIOR to their arrival and will provide the required check in forms for all rental guests. I understand that I will be contacted if any violations to the TTCA Governing Documents are observed by the Ranger staff, or if violations are reported by a neighboring property owner and then verified by the Ranger Staff, Association Manager or General Manager. I understand that any fines associated with violations of the Code of Conduct will be my responsibility.

Print Name _____

Signature _____

Date _____

Administrative Use

TTCA Member Number _____

Ownership Verified _____

Fee Posted _____

Date/Initial _____

Timber Trails Community Association Rental Policy & Timber Trails Community Association Rental Agreement

Welcome to Timber Trails! We are looking forward to your visit and hope your stay in Timber Trails is memorable! Timber Trails is a single-family residential community. Some folks live here year-round, some come for the summer and winter weekend and some folks allow rental guests to use their homes. Balancing a diverse usage community like Timber Trails can be complicated. Because of this multi-type usage, Timber Trails has developed a Code of Conduct that applies to all who live or visit Timber Trails. The Code of Conduct is attached, and we urge you to read it, however here are a few key points:

Noise - Noise travels.....FAR!! We know you are here on vacation and are enjoying the outdoor amenities that many homes have to offer. Please remember, not everyone around you is on vacation! Some folks need to go to work tomorrow or have small children they need to get in bed. If a noise complaint is called into the Gatehouse a Security Ranger will pay you a visit. If the Ranger is called again, the owner of the home you are renting will be fined. This fine will be passed on to you.

Speed - The speed limit in Timber Trails is 25 miles per hour. Yes, that's slow. It's slow for a reason: CHILDREN, BIKERS, WALKERS and other vehicles. Driving 25 miles per hour takes commitment and concentration but is so very important. Timber Trails is a private community that owns its own roads. Yes, we can pull you over and yes you will be ticketed for exceeding the speed limit.

Open Fire - Look around you, this is the woods. The news tells us every day about devastating forest fires. We like our forest and want to keep it. Please be extremely careful with campfires and absolutely make sure they are contained and there is a water supply nearby. And certainly, make sure it's out before you leave it.

Fire Works - BAD, BAD, BAD. And totally prohibited. Yes, we mean it, and yes sparklers are considered fireworks.

Garbage - Again, this is the woods. We have critters. Big and small critters. We have a very large black bear population. They are naughty, lazy and hungry. Unsecured garbage is an invitation to Yogi and his entire family. The owner of your rental home has provided garbage cans and wooden bins for your garbage. Do NOT put garbage in a bag and toss it outside. You will be visited by our four-legged residents. Meeting a black bear on the way out for a walk is traumatizing...trust us on this. Secure the garbage.

Pets - If you have brought your dog (with permission of the homeowner of course) please be aware that ALL dogs, yes even 3-pound dogs, must be on a leash and completely under your control when outside. You'll be upset if Rover takes off after Bambi. Don't chance it.

Social Distancing - Who knew this would become so much a part of our daily lives? The TTCA takes this very seriously. When you are out walking, biking, going to the amenities, we expect that you will follow all CDC guidelines requiring staying at home if you feel sick, strict social distancing, the wearing of a mask and frequent hand washing and sanitizing. We want to make sure that we do everything possible to keep Timber Trails as safe as possible!

Please take 5 minutes to read the Code of Conduct. Your safety and enjoyment while in Timber Trails is important to us, as is the safety and enjoyment of those around you. Because this is so important, Timber Trails is requiring your signature below and the signature of the homeowner from which you are renting. Please make sure that all those coming with you understand our policies. We thank you for your consideration and wish you a wonderful time in Timber Trails!!

Property Owner _____

Guest _____

Property Address _____

Guest Phone Contact _____

Rental Dates _____

VEHICLE REGISTRATION for TIMBER TRAILS GUESTS

As stated in your rental agreement, Timber Trails is a private gated community and we monitor who comes and goes for a reason. We will need to make car passes for you so that once you are checked in through the Gatehouse you can come and go as you please. The Timber Trails homeowner that you are renting from will tell you the number of cars that his or her property can accommodate. Once this form is filled out and signed by both the homeowner and the rental guest, the passes will be prepared. In order to have things ready for your arrival this form **MUST be submitted 72 HOURS prior to your arrival**. Once this is done no other cars will be permitted to come through the gate without written permission from the owner.

Make of Vehicle Year Color Registered Owner State Plate Number

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Make of Vehicle Year Color Registered Owner State Plate Number

Property Owner _____ Guest _____

Owner Phone Contact _____ Guest Phone Contact _____

Property Address _____ Rental Dates _____