

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 2022, 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 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 paper work 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!