



POLICY and PROCEDURE

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Board Approval Date	11/02/2019
Original P&P Date	New

HOA MEMBER HOME RENTALS – LONG TERM & SHORT TERM

PURPOSE

To consolidate Pinebrook HOA CC&R and Policy and Procedures information and restrictions for Pinebrook property owners who provide their cabin/home to Long Term Renters (over 30 days) or Short Term Renters (30 days and under) along with notification requirements to the HOA of planned renter activity and any problems with renters.

POLICY

Pinebrook HOA Member homeowners are required to follow Pinebrook CC&Rs and the procedures stated in this document when renting their Pinebrook property for a Short Term rental, 30 days or under, and long-term rental of more than 30 days.

REFERENCES

- A. Pinebrook Articles of Incorporation
- B. Pinebrook CC&Rs
- C. Pinebrook Policy and Procedures

FORMS

Hold Harmless Agreement P&P Form 3-2

PROCEDURE

1. CC&R Section 4, paragraph A. states “No owner shall rent their property so as to create a nuisance. Use of a residence by more than one family for a term exceeding thirty (30) days shall be presumed to be a nuisance. In other words, any rental over 30 days is limited to one (1) family only.
2. CC&R Section 4, paragraph C. states “Any rental or lease of a residence shall be subject to the provisions of the CC&Rs, each of which shall be incorporated in the lease or rental agreement. Each owner shall provide any tenant or lessee with a current copy of the CC&Rs. The owner shall notify Pinebrook with the names and contact information for those to whom the property is rented or leased for a period of thirty (30) days or more
3. For all Short Term Rentals, the HOA member-owner shall notify Pinebrook via email, USPS, or a note in the Town Hall mail slot **prior to the rental date** (for rentals such as VRBO, Airbnb, Local Rental Agencies, or similar rental companies), with the following information:
 - A. HOA Member Name, Pinebrook Address, phone number, and email address
 - B. Renter Name – (the rental group contact person.)
 - C. Renter Mobil Phone Number
 - D. Arrival and Departure dates
 - E. Number of persons in the rental group
 - F. Name and contact information for the Rental Service used



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4. The HOA member-owner must have a signed P&P Form 3-2 Hold Harmless Agreement on file or the “renter” will not be allowed to use the Pinebrook Facilities or participate in activities. It is recommended that the HOA member also have the “renter” sign a Hold Harmless Agreement to protect both the HOA Member-owner and the Pinebrook HOA.

5. The HOA member-owner shall provide all renters with the basic rules of Pinebrook
 - A. Quiet hours - 10:00PM to 7:00AM, keep outside noise to a minimum after 8:00PM
 - B. No Dogs or Smoking in Pinebrook Common Area
 - C. No Glass containers on Beach
 - D. Fishing only at specified times and locations on the lake
 - E. Pack it in – Pack it out regarding trash in the Common Area
 - F. Winter parking limitations that would interfere with County snow plowing
 - G. No parking on vacant lots or other homeowner property.

Note: Use Fee Members (UFM) are not allowed to have any renters (Long Term or Short Term) use the Pinebrook facilities or participate in activities.

SUMMARY OF CHANGE FROM PREVIOUS ISSUE

This is the first release of this P&P.