

Rental Policy approved by the HOA board

I. Overview

Homeowner rentals have significantly increased in the Costa Diamante association. Because of the increased rental usage, the Board will be changing policy concerning parking, fees, and occupancy.

II. Discussion

Scope and problems were outlined

Scope is policy only

Problem statements were consolidated into 10 points:

1. Too many people and cars staying at a single residence
2. Too many people utilizing common area and facilities at the same time
3. Damage to common areas, facilities, and private property
4. Litter on the beach/pool area or around private property
5. Guards and administration having to deal with management of wristbands, collection of money, etc...
6. Potential renters should be screened. Houses are being rented to irresponsible younger guests or to "partiers".
This needs to be discouraged
7. Poor communication to the persons renting their home when the short-term renters are causing an issue
8. Noise complaints - both in the rental property and common areas
9. Assessing costs of the renters as far as impact to the sub-division
10. Disseminating the rules and regulations to both homeowners and renters

CD Rental Policy

- i. Renting homeowners shall not advertise for occupancy greater than 12 persons. Renters shall not have over three cars; Passes will be issued for cars and will include dates and lot number on them. Rental overnight guest's names and ages will be part of the HOA rental form – over 12 overnight guests will incur a \$50 per person charge, per stay. The number of nights will be written on the HOA rental form. Impact assessments will be calculated using number of nights times the number of people, times \$2 per person.
- ii. Over car fee will be \$50 per car, per stay. A trailer with a UTV or two ATVs will count as one of the three cars allowed. All cars and/or trailers will need to fit on the house allocated parking and not on the street. If the vehicles do not fit in the rental home parking, they will be denied parking within the development. It should be standard policy to inform renters that trailers are not allowed if there is not room on their property for the trailer and all vehicles.
- iii. Charges will be assessed quarterly along with any over guest charges. Unexpected over guest and over car fees will require that an email be sent to the owner within 48 hours. Notification from security will help the renting homeowner charge the renter unless the owner has pre-approved the overage on the Rental form. Guards will no longer be involved with any cash transactions
- iv. Common area usage: There will be up to 12 wrist-bands given to renters by either the rental agency or the front gate. The bands are required to be worn in the common areas including the beach during the renter's stay. This means that any guests of the renters will also be subject to the 12 person 3 car limitation. In the case of over 12 rental guests, an overage charge of \$50 per band will be charged as part of the impact fee.
- v. For HOA members who allow their home to be used by "friends", bypassing impact fees, then it is discovered that they are actually renting the property; the owner will be fined \$500 for non-reporting of rental use.

- vi. Property damage/rule violations: Renting homeowner is responsible for all renter damage to common area. Notification to homeowner will be made via email or phone call within 48 hours. Pictures and/or repair invoices need to be generated so the homeowner can deduct the costs from or forfeit any damage deposits. Depending on the extent of the damage – a fine may also be assessed to the renting homeowner.
- vii. Litter: This falls in line with damage and rule violations– a fine may be assessed to the homeowner OR renter at the administrator’s discretion.
- viii. CD HOA will not act a de-facto rental agency for any homeowner that rents – in case of a problem, contact information for the renting homeowner or agent will be part of the new commitment letter and the RENTER is obligated to contact the agent or RHO.
- ix. Screening of renters: A suggestion will be made to rental agencies and owners to discourage renting to ages younger than 25 years old – Discuss with rental agencies that this is a residential neighborhood and that is their responsibility to find the right persons for the area.
- x. Poor communication: A contact list of all homeowners that rent for CD and homeowners that rent will be maintained and posted in the guardhouse. That document will be the master contact list and used in case of renter problems. Email is currently the main communication method, although there is a phone in the guardhouse that can be used for notification to a renting homeowner or agent of the homeowner.
- xi. Noise complaints: This falls in line with any HOA rules violation provision – a fine may be assessed to the homeowner and follow normal incident notification procedure.
- xii. Impact costs: \$2 per person per day assessment is proposed with the provision that the actual impact costs are tracked closely and that the dollar amount can be raised or lowered at the board’s discretion based on budget requirements – Fees cannot be lowered or raised more than 10% in a single calendar year. Fines for noise, littering, and other fees will also be part of this calculation. Ages 4 or less do not get charged as an occupant
- xiii. The HOA rental form will be re-written to include these new specific rules and will include all the general HOA rules such as firework and pool restrictions. Included in the new draft will be spaces for names and ages of the renters and guests. The letter will also be used as a permanent record to be kept in the guardhouse and eventually moved to the admin office. A second posing of these rules and regulations will be made available in the rental houses. Notes on renter problems when they happen can be logged on the back of the HOA rental document when they occur, or on an incident report that will be tracked. Problem homes will be addressed as we get the data.

III. Other points and comments not part of the published policy

The the HOA rental form is also part of the policy – Please use this space to suggest clarification or any other comments

On the 3 car rule – the renter can also park trailers and extra cars outside the HOA with no penalty. They WILL not be parked in the street or in random lots – this is a safety issue.

There is a suggestion that correspondence to the HOA be sent to a more generic address I created, costadiamante2@gmail.com If approved, the passwords and account can be handed over to the administrator or guard lead so they can access the documents. Electronic notification of incoming guests should be sent to this address prior to arrival to give the guards a “heads up” on whom to expect and when. Committee correspondence was also sent to that address in case the board wants to review what was discussed.