

CHECKLIST FOR: LESSEES / RENTERS & REALTORS

I. **Realtors:** Must convey to potential Renters that Shadywoods governing documents contain restrictions and prohibitions, particularly regarding vehicles and pets.

• **Vehicle Restrictions:** No truck, boat camper, van or motorcycle of any kind shall park or be parked at any time upon any portion of the subdivision property unless it is a commercial vehicle in the process of undertaking performance of a trade within the subdivision or is in a garage with the garage door closed and is otherwise totally out of view. A prohibited vehicle may be parked within the subdivision in parking areas (for example, driveways) for periods of time not to exceed four (4) consecutive hours on any given day or for greater periods of time if prior written approval from the Board of Directors of the Association is obtained. A motorcycle, for which the exhaust system muffled to the sound level equivalent to that of an automobile in good repair, shall not be operated at any time within the subdivision. Pickup trucks and vans which satisfy all the following requirements may be parked in the driveway: (i) gross carrying weight does not exceed one quarter ton; (ii) used as a personal passenger vehicle; (iii) no commercial lettering or advertising; (iv) no ladders or external toolboxes; (v) cannot exceed the height of the garage door (or 7 feet) and (vi) must be contained within the designated parking spot.

Pets: Yes Restrictions

• **Rentals:** Home must be owned by lessor for 2 years prior to leasing. All units in Shadywoods are restricted to residential use by a single family, or no more than two unrelated persons. Commercial businesses requiring pedestrian traffic, or unauthorized persons, are not permitted.

II. Prospective Lessees / Renters:

1. The lease and use of a particular unit subjects both tenant and owner to all the rules/regulations contained in the Association's documents, and is limited to one (1) rental in any calendar year; for a period of not more than (1) one year, and only to a single family or no more than two un-related persons as described in DCR Art. XI.1. No unit or portion of a unit can be sublet, utilized for time-sharing, or occupied by boarders.

2. Approval of occupancy is required by BOD.

3. All prospective lessees and occupants must arrange and attend an orientation with BOD committee, and in addition to any other, must complete and submit a Shadywoods Lessee Rental Application form, attached and also available separately from either the Association or the CAM - Team Real Estate Management Solutions. The requirement will be waived if the lease is a renewal.

Needed for Orientation: Copy of proposed lease, Lessee Rental application, government-issued photo ID, copy of our rules, and payment in advance of application and orientation Fees*, some made payable to Shadywoods HOA, Inc., some to Team Real Estate Management Solutions Bank check or money order only. HOA fee waived if lease is a renewal.

***FOR FEE Information see XXIV. FEES on Page-12**

4. Unit rentals without Association's written approval, or where misinformation of a material nature is found to have been provided, may result in eviction of the purported renter.

5. Renewal or extension of an existing lease requires approval by the Board of Directors.

6. Provide telephone numbers of landlords, renters and realtors.

PRIOR to move-in: To re-cap, the Prospective Tenant, or his agent, must submit to the Shadywoods CAM, a completed **Lessee Rental Application, (Form 4) page-27**, and pay the application and orientation **Fees***. Allow 15-days before occupancy to conduct the necessary application and review process.

After Rental Application is accepted Tenant must contact the HOA Orientation Committee to arrange a mutually convenient time to meet with the tenant-occupant(s) to review and sign the required documentation. The tenant(s) signs the signature page acknowledging that the documents have been received and are understood. The new resident(s) (are) is welcomed to the community and following the meeting is given the following:

1. Receipt for fees collected.
2. Copy of HOA Lessee Rental Application signed by HOA-BOD representative.
3. Copy of Rules and Regulations booklet.

HOA-BOD representative leaves meeting with the following:

Copy of the signed Leasing Agreement, the signed HOA Owner Leasing Application, (Form 5), the signed Lessee Rental Application, (Form 4), Rules and Regulation signed page acknowledging receipt and understanding of the Rules and Regulations booklet, and the required paid fees, all of which to be submitted to the CAM for filing.