

PONDEROSA TRAILS HOA

RENTAL INFORMATION REQUEST

Adopted by the Board of Directors on 1/7/15

Per "**Section 8.13 Leasing**" of the Ponderosa Trails HOA CC&Rs, upon the leasing of a lot and dwelling unit the Owner shall promptly notify the Association and shall advise the Association of the terms of the lease and the name of each lessee.

Per the Arizona Revised Statutes (A.R.S.) 33-1806.01, the Association can require an owner to disclose the following information regarding the leasing of your property. This Rental Information Request form and a \$25 fee are due 15 days after the request is made by the Association (date emailed/postmarked).

It is being requested that you please fill out this form and provide your tenant(s) with the Resident's Guidelines for Avoiding Violation Notices and Fines.

Owners are responsible for updating this form upon the addition or removal of a tenant or the commencement of a new lease. If this form is not submitted as previously stated, the owner may be found in violation of the association documents and subject to the steps in the Violation Fine Policy.

Property Address: _____, **Flagstaff, AZ 86005**

Property Management Firm: _____ **c/o** _____ **or N/A**

Lease Start Date: ___/___/___ **Lease End Date:** ___/___/___

Tenant Information - Please submit any additional tenant's information on an attached sheet.

Tenant #1 _____ Phone# _____ Email: _____
Tenant #2 _____ Phone# _____ Email: _____
Tenant #3 _____ Phone# _____ Email: _____
Tenant #4 _____ Phone# _____ Email: _____
Tenant #5 _____ Phone# _____ Email: _____
Tenant #6 _____ Phone# _____ Email: _____

Tenant Vehicle Description - Please submit any additional tenant's vehicle descriptions on an attached sheet.

#1 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____
#2 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____
#3 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____
#4 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____
#5 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____
#6 – Lic. Plate: _____ Make: _____ Model: _____ Color: _____

Please submit this form and a \$25 check made payable to: Ponderosa Trails HOA, c/o Sterling Real Estate Management, 323 S River Run Road, Suite 1, Flagstaff, AZ 86001

If you have a property manager and you would like to designate them to act as your "agent" with respect to ALL association matters related to your property, please contact Katy Kuhns (928-773-0690, katy@sterlingrem.com) to have the necessary form sent to you which will need to be filled out and kept on file with the Association.

PT HOA Resident's Guidelines for Avoiding Violation Notices and Fines

The list below provides guidance to residents and renters on how to avoid receiving violation notices and fines for the most common violations. It is only a summary and does not include all violations, for complete information please refer to the Covenants, Conditions and Restrictions (CC&R's) and the Architectural Committee Rules that all property owners are bound by when they purchase property and become members of the Ponderosa Trails Homeowner's Association (PT HOA). These documents may be subject to periodic updates and revisions by the Board of Directors. Check the website for the latest copies of all documents! www.ponderosatrailshoa.com.

Rental properties: Owners may lease their properties to a Single Family (See CC&Rs definition 1.35) and are required to file a Rental Information Request Form with the property management company for any rental properties. The number of renters and their associated vehicles shall not exceed the available parking places within the unit's garage and paved driveway. (CC&R's 8.13 and 8.24)

Vehicles shall not be fully or partially parked or driven on landscaping, sidewalks, city curbs or parkways. Vehicles should be parked in closed garages. They may be parked in driveways, or other approved parking areas, but must be operational. Non-operational vehicles may only be parked or stored within a closed garage. (CC&R's Section 8.24)

Commercial and Recreational Vehicles and Trailers cannot be parked in the street for more than 24 hours, and only for loading and unloading purposes without prior temporary approval from the HOA. Recreational vehicles include, but are not limited to, boat, construction and vehicle trailers; campers, mobile and motor homes, and ATVs and OTVs. Commercial and recreational vehicles, and trailers, may be stored on a lot within a closed garage or other approved parking areas. (CC&R's Sections 8.23 and 8.249)

Trash and Recycling Containers should **only be visible** on the curb the day of collection. This is Monday for recycling and Thursday for regular trash. At all other times, containers should be stored out of view, in the garage, fenced yard, or screened from view from the street. Bulky trash for pickup should not be placed at the curb sooner than the Sunday evening prior to the posted pick up week. See the Ponderosa Trails HOA website for a schedule of pick up dates. (CC&R's Section 8.9)

Permanent basketball stands, backboards, hoops, and other associated fixtures are not permitted. Portable basketball stands are allowed only during time of game play. At all other times they should be stored out of view from the street. (CC&R's Section 8.19)

Weeds, either living or dead, must be regularly removed from both maintained and native vegetation areas. Owners must submit a **landscaping plan** to the Architectural Committee prior to any new native or non-native plantings. (CC&R's Section 5.5 and Section 8.4)

Paint and stain on houses, structures and fences must be regularly maintained. Owners must submit plans and color chips to the AC prior to any re-painting or re-staining even if the same colors are used. (CC&R's Section 5.3, 7.3, & 7.5)

Alterations to structures and landscaping must have approval. Contact the Association via the management company for more information. Unapproved alterations may be required to be removed, or restored to original condition, at owner's expense and subject to a monetary penalty per the Violation Fine Schedule. (CC&R's Section 5.5, Section 7.5, and Section 9.1)

Permitted Animals are limited to a maximum of two. This may be any combination of dogs, cats, or common household pets. Livestock, horses, or poultry are NOT permitted. Pets must be on a leash at all times in any unenclosed area of a lot, or in ANY public area. Owners are responsible for the immediate removal of pet waste or excrement. (CC&R's Section 8.7 AND City of Flagstaff Ordinance)

Outdoor burning and cooking is not permitted whenever universal fire restrictions ("Red Flag Days") are implemented by the U.S. Forest Service, Coconino County, or the City of Flagstaff Fire Department. Only residential-sized, barbecues and grills with covered lids are permitted. Chimineas, outdoor fireplaces, and fire bowls are permitted ONLY when fueled by natural gas or propane. They must be equipped with an emergency shut-off valve. (CC&R Section 8.20)

Advertising signs (excluding "Garage Sale" signs placed and removed the day of) are not permitted on any of the lots or common areas without approval of the AC. Exceptions to this are made for "For Sale" or "For Rent" signs of 5 sqft or less.

Open Storage of Items and Material: Items that are not part of the approved landscaping, or designed for outdoor living, should be stored out of view from any location along the street and sidewalk. (CC&R's Section 5.5 and 8.9)

The above guidelines are intended to benefit the common good, maintain property values, and encourage neighborly cooperation. Please make these guidelines available to all tenants, invitees, and guests. Your Board of Directors and Architectural Committee wish to thank you in advance for your neighborly cooperation. Please contact Katy Kuhns at katy@sterlingrem.com, or call 928-773-0690 if you have any questions. Thank you – Your Board of Directors.