

**PEBBLE CREEK FARM HOMEOWNERS ASSOCIATION, INC.
OPERATING PROCEDURES**

No.	Lease/Rental	Date: 12/14/2010	Rev: 1	Pages: 1
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PURPOSE AND SCOPE: The purpose of this procedure is to outline the processes for approving and managing Lease/Rental properties in Pebble Creek Farm in accordance with Article 14 of the Declaration of Covenants, Restrictions and Easements for Pebble Creek Farm.

PROCEDURE:

1. Any homeowner wishing to Lease/Rent his property must submit a Lease/Rental Application to the Pebble Creek Farm Board of Directors (BOD) to obtain approval in compliance with Article 14. The homeowner must be in good standing with the Pebble Creek Farm Homeowners Association (HOA) to be approved. The President shall be the BOD's designee to receive and tentatively approve the application. Approvals are contingent on the homeowner complying with the terms in items 3 and 4 below.
2. The President will forward all information to the Treasurer and Management Company for billing/tracking.
3. When a tenant is identified it is the homeowner's responsibility to submit the Lease/Rental Agreement, the Lessee/Tenant Agreement, and a check payable to the Pebble Creek Farm HOA for the Renter's fees applicable to the lease term to the President at least ten (10) days prior to the move in date. The President will forward all appropriate information to the Treasurer as well as the Welcoming Committee chair.
4. At least thirty (30) days prior to the conclusion of the Lease/Rental term, the homeowner is required to inform the BOD - (President) of his/her intentions to either renew or terminate the contract with the existing tenant. Contract renewal is considered a continuation of the previous agreement and so long as the homeowner is in good standing with the HOA, no further action is necessary other than to notify the President of the new lease term and submit a check payable to the Pebble Creek Farm HOA for the Renter's fees applicable to the lease term. If the existing contract is to be terminated, the homeowner will need to make new application to the BOD by the process outlined above.
5. Copies of the forms shall be made available on the website.
6. Failure to obtain approval in accordance with this policy shall constitute a violation of Article 14 of the Declaration of Covenants and subject the Homeowner and Lessee/Tenant to all remedies at law or in equity available to the Association.