

## Homeowner-Landlord Policy:

Approved Aug 16, 2005, Amended 11/21/06,  
12/21/10, 7/19/11, 2/21/12, 7/16/13,  
6/20/20, 1/9/23

The homeowner owns the dwelling and contiguous properties in which he/she does not reside but rents, leases, or by land contract allow tenant of said dwelling and thus, becomes a Landlord. Non-contiguous undeveloped lots are not to be rented or leased, lots with homes that have contiguous lots are to be rented as one property with the dwelling.

It is the responsibility of the Homeowner/Landlord to discuss all documents such as the CC&R's, By-Laws, Rules and Regulations and Policies with the tenant, renter/lessee. Copies of the three documents can be provided by the office for a cost of \$5.00. The Homeowner/Landlord is required to inform the Office that his/her property is being rented /leased and to whom. **All tenants, renters/lessee (paying or nonpaying) must be per-registered by the owner no less than seven (7) days prior to the date of occupancy/possession.** Registration must be done in the Office during normal working hours. A two hundred dollar (\$200.00) annual fee will be charged for each rental. Payments are due January 31<sup>st</sup> of every calendar year. If the first year of occupancy is not a full year then, January thru June will be charged at the full year rate (\$200.00) and June thru December will be charged for a half year (\$100.00), then yearly at \$200 going forward. Occupants must be instructed to report to the Office to complete the Renter Registration Forms. The fee can be paid by either the Homeowner/Landlord or tenant.

**Failure to comply will result in immediate denial of residency.**

The Homeowner/Landlord of the single-family residence shall be responsible for any damage caused by the tenant, renter/lessee to Association owned property, any unpaid Association fines or charges. **No Homeowner/Landlord shall be permitted to allow occupancy of any dwelling in Cinnamon Lake unless all assessments, dues, trash, fines, special assessments, etc. charges are paid in full by the owner. All monies owed to Cinnamon Lake Association, must be paid in full by the due date on the billing invoice.** All payments for any and all billings for the Association will be the responsibility of the homeowner. No billings will be put in the tenants, renters/lessee name. No payment agreements will be made through the Office with the tenant, renter/lessee or homeowner. All billings must be paid by the due dates.

**In the event the dwelling is occupied and the Homeowner/Landlord is not current with the Association by the billing invoice due date, the Homeowner/Landlord has two (2) weeks to pay the amount owed or the tenant, renter/lessee will be notified in writing with copy to Homeowner/Landlord that Homeowner/Landlord has two (2) weeks to pay the amount owed or tenant, renter/lessee will be denied access at the end of thirty (30) days.**

All tenants, renters/lessee family members and guests who wish to use the pool or any other amenities where a fee is charged, will be charged like a regular member. All tenants, renters/lessee that were previously a member of Cinnamon Lake, but were a member NOT in good standing, will be permitted to rent/lease a home, but ALL member/associate member privileges will be suspended until such time their account has been paid in full.

All membership voting rights are reserved for the owners, no voting rights will be passed to renters/lessee.

No homeowner will be permitted to rent property or grant access to anyone who is in violation of Article XI, Prohibition of Sex Offenders, contained in the By-Laws of Cinnamon Lake Association, Inc.

**HOMEOWNER/LANDLORD RENTAL FORM**

IN ACCORDANCE WITH THE POLICY AND RULES OF CINNAMON LAKE,

I \_\_\_\_\_ OWNER OF LOT NUMBER \_\_\_\_\_

, INTEND TO RENT/LEASE SAID DWELLING AND CONTIGUOUS PROPERTIES AT

\_\_\_\_\_

TO \_\_\_\_\_

WHOSE FAMILY MEMBERS NAMES ARE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HAVE FULLY EXPLAINED THE RULES AND REGULATIONS OF CINNAMON

LAKE TO \_\_\_\_\_ (TENANTS, RENTERS/LESSEE NAME)  
AND THEY HAVE AGREED TO ABIDE BY THE RULES AND REGULATIONS  
SET FORTH BY CINNAMON LAKE.

THE RENTAL/LEASE PERIOD BEGINS \_\_\_\_\_ AND I WILL NOTIFY THE OFFICE WHEN IT  
ENDS OR IF THERE IS A CHANGE IN TENANTS, RENTERS/LESSEE.

\_\_\_\_\_  
(OWNER/MEMBER SIGNATURE AND DATE)

# RENTER REGISTRATION

Name of Property Owner \_\_\_\_\_ Telephone # \_\_\_\_\_ Act # \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Name of Renter \_\_\_\_\_ Spouse (if any) \_\_\_\_\_

Renter SS # \_\_\_\_\_ Spouse SS # (if any) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Current Address of Renter: \_\_\_\_\_

Previous Address of Renter: \_\_\_\_\_

Previous Address of Renter: \_\_\_\_\_

Telephone # \_\_\_\_\_ Children's name(s) and date of birth \_\_\_\_\_

Are there any other adults other than renter, spouse and children? If so, list name(s) \_\_\_\_\_

Renter Car Information: Car License # \_\_\_\_\_ Year, Make, Model, Color \_\_\_\_\_

The undersigned acknowledges that he/she leases, rents, or occupies the house on the above referenced lot from the above-named owner under an agreement and as such renter/lessee, has full rights to use and enjoy said house and contiguous properties for the period of the agreement. All tenants/renters/lessees that were previously a member of Cinnamon Lake, but were a member NOT in good standing, will be permitted to rent/lease a home, but ALL member/associate member privileges will be suspended until such time their account has been paid in full.

No Tenants/renters/lessees will be permitted to rent property or grant access to anyone who is in violation of Article XI, Prohibition of Sex Offenders, contained in the By-Laws of Cinnamon Lake Association, Inc.

The undersigned acknowledges receiving a copy of the By-Laws and CC&R's, and agrees to abide by all rules and regulations contained therein. Furthermore, the undersigned agrees to abide by any other rules and regulations that may be adopted by the Board of Directors. The undersigned understands that violation of any of the rules or policies may result in suspension of his/her privileges and further acknowledges that the Cinnamon Lake Association, Inc., may deny access for continued violations.

The undersigned agrees that access to and use of the common properties and facilities is restricted to himself/herself, his/her immediate family and guest of the immediate family. Furthermore, the undersigned agrees that he/she must accompany guest during the use of any common properties and facilities.

The undersigned understands that he/she must notify the Gate Office each time he/she is expecting guests and is aware that access will be denied to guests unless prior notifications is given to the Gate each time. The undersigned agrees to pay a two Hundred Dollar (\$200.00) annual registration fee in the Office for use of the roads and amenities.

The undersigned hereby agrees to indemnify and hold harmless the Cinnamon Lake Association, Inc. from any claims, loss or damages (including reasonable attorney fees) arising out of the use by the undersigned or any member of his immediate family or guests of the common properties and facilities at Cinnamon Lake.

All membership voting rights are reserved for the owners, no voting rights will be passed to renters/lessee.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Updated June 20, 2020, updated 1/9/23