



## Short Term Rental Policies & Procedures (EFFECTIVE 01/1/2022)

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1. Homeowners are responsible for compliance with all Township, County and State regulations governing rentals.
2. The owner(s) must complete a rental registration form and provide Locust Lake Village POA with the web addresses of any and all listings and pay the rental fee established by the Board of Directors.
3. A copy of Township permit must be provided where applicable.
4. The owner(s) must inform renter(s) of all Locust Lake Village POA's fees associated with the rental, required compliance with Locust Lake Village POA's Rules and Regulations, Vacation Rental Behavior Policy, and Trash/ Recycling Compactor Hours.
5. For each rental/occupancy the owner(s) must complete a Renter's/Occupant's Registration Form. The form must be submitted either electronically on [www.locustlakevillage.org](http://www.locustlakevillage.org) or email to [llvrentalreg@gmail.com](mailto:llvrentalreg@gmail.com), or in person or by mail at least 72 hours prior to renter check in. It shall include the following information:
  - A. Name of all persons that will reside in property
  - B. Renter(s)/Occupant(s) and day-guest vehicle identification.
  - C. Rental/Occupation dates of arrival and departure.
  - D. Address or identification of the rental/occupancy property
  - E. Vehicle information on all vehicles at residence
  - F. Owner's Name and a phone number where they can be reached 24/7.

**Failure to pre-register guests will result in a \$250.00 fine for each registration.**

6. Upon registration, renter(s)/occupant(s) will be given:
  - A. A dated renter's parking permit which must be displayed on every vehicle rearview mirror at all times.
  - B. Six (6) badges for the length of their stay. If renter needs more than six (6), they can purchase more at a rate of \$9.00 per person per day. Ski hill badges will be \$10.00 each.

**Owner(s) are strictly prohibited from permitting renter(s)/occupants(s) to utilize MEMBER wristbands. Any renter found utilizing a MEMBER wristband will subject the Owner(s) to a \$150.00 fine.**



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- C. One dated permit for compactor use.
- 7. The maximum overnight occupancy shall be a maximum of 2 per bedroom plus 4. Daytime occupancy shall be a maximum of 50% more than the maximum overnight occupancy.
- 8. **Property owners are financially responsible to the Locust Lake Village POA for any damages to the amenities or common areas caused by the actions of the renters or occupants or day guests.**
- 9. Owner(s) shall be advised of all fines and citations given to the renter(s)/occupant(s) and shall also be responsible for the same.
- 10. The Owner(s) are responsible for ensuring their rental does not become a nuisance to the surrounding properties. Should a rental property receive repeated substantiated disturbance calls, the member will be cited \$500.00 for each occurrence.

### Quiet Time

Sunday-Friday	10 PM-8 AM
Friday-Saturday	11 PM-8 AM

- 11. Locust Lake Village POA requires septic tanks to be inspected or pumped by a qualified pumper/ hauler every 5 years from their last inspection/ pumping; properties adjacent to the Lakes are required to be inspected every 3 years. **If a septic system malfunction occurs, Short Term Rental of the property shall be discontinued until the malfunction is corrected in accordance with the Township and Pennsylvania Department of Environmental Protection requirements.**
- 12. Subleasing all or a portion of the property prohibited.
- 13. **Utilizing an ATV/UTV by a renter is strictly prohibited.** Golf Carts may be utilized with homeowner's written consent. Operator must be 14 years of age and older to have LLVPOA License or state issued driver's license
- 14. Short Term Rental Permit Required:
  - A. Must be renewed every year
  - B. Septic Pumping inspection current with office
  - C. Hot Tub must be in compliance
  - D. Renter/Owner Must provide cell phone contact and are reachable by cell within 1 hour to resolve any issues. The expectation is most issues should be able to be resolved without further escalation.



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- If, however, management deems unsuccessful, then 24-hour emergency contact will be on site within 2 hours.
- E. Required to take the renter orientation provided by STR Committee
  - F. Floor plans
  - G. Number of parking spaces (minimum of one per bedroom) Never to protrude beyond driveway into public domain nor park on unapproved non driveway areas – i.e. lawn, near well pump, septic, etc.)
  - H. Copies of Tax Certificate (State, County and Township)
  - I. Insurance Policy Declaration Page with commercial use of rental and \$500,000 minimum liability. LLVPOA named additional insured
  - J. All safety devices are certified to be in working order
  - K. Copy of Township permits
  - L. Rental Listing any website or realtor
  - M. Marketing ID number
  - N. LLVPOA has right to view listing and edit as needed (Private beach at Cottontail)
  - O. Rental listing to include permit number
  - P. Maximum Occupancy (day and night)
  - Q. Renter utilizing golf cart must have written permission
15. Display of required documents. A Flyer will be provided to post in each home. The flyer will include:
- A. Rules for pets/animals No dogs allowed on any of our Beaches
  - B. Maximum occupancy Day & Night
  - C. Emergency numbers
  - D. Parking limited to approved property. No parking any lawns, vegetated areas or any unapproved parking area. No parking permitted LLVPOA property



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- E. Maximum number of vehicles
- F. E-911 address
- G. Wristband required
- H. Trash location and hours
- I. Permit required for trash removal:
- J. Use of golf cart allowed only after written permission from owner. Operator must be 14 years of age and older to have LLVPOA License or state issued driver's license
- K. All other types of recreational vehicles not permitted
- L. All boats to be registered
- M. Fishing restocking fee required
- N. LLVPOA traffic and non-traffic rules
- O. Speed limits
  - 10 MPH recreational areas
  - 25 MPH all other locations
- P. Quiet Time
  - Sunday-Friday      10 PM-8 AM
  - Friday-Saturday    11 PM-8 AM

**Acknowledgement that the owner or contact person have read all regulations pertaining to the operations of the short-term rental**



**FEES AND FINES**  
(EFFECTIVE 01/1/2022)

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**Fees:**

Badge per day over the included 6	\$9
Car registration fee	\$5
Fish restocking fee	\$10

**Renter Violations:**

Failure to pre-register renters	\$250
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**Traffic Offenses:** *All offenses within calendar year*

First offense:	\$100 Citation & Call to property owner/property manager
Second Offense:	\$200 Citation and call to owner/property manager
Third Offense:	\$300 Citation and call to owner/property manager
Fourth Offense:	\$500 Citation and call to property owner/manager for immediate removal

**Non-Traffic Offenses:** *All offenses per rental period*

First offense:	\$100 Citation & call to property owner/property manager
Second Offense:	\$250 Citation and call to owner/property manager
Third Offense:	\$600 Citation and call to owner/property manager
Forth Offense:	\$1,000 Citation and call to property owner/manager for immediate removal

**Vandalism:**

First offense:	\$500
Second offense:	\$750
Third offense:	\$1,000

**Undesirable Behavior:** \$500

**Fireworks:**

First offense:	\$300 No warning
Second Offense:	\$600



## Point System (Effective 5/27/2022)

### Notice of Violations

6 Points in a calendar year	Suspension of Permit for remainder of year
6 Points in a 2 month period	Immediate suspension of Permit for remainder of year

### Property owner

Violation of permit requirement	
First Offense:	2 points
Second Offense:	2 points
Third/Final Offense:	2 points with loss of Rental Permit for period
Failure to pre-register renters	
First Offense:	0 Points (Fine still applies)
Second Offense:	1 Point
Third & Subsequent Offense:	2 Points
Violation of LLVPOA rules	2 points per incident

### Renter

Violation of LLVPOA Non-Traffic:	1 point per incident
Occupancy:	2 points

*This is immediate points due to owner already being aware of what the rule is and renter should have already acknowledged ahead of time.*

### Behavior/Noise

First Offense:	0 points and written warning*
Second Offense:	2 Points**

\* Ranger/Management provides written warning on 1st contact and no points. If there is non-compliance at that time the written warning escalates and becomes Fine/Points. If Ranger/Management comes back out a second time, then Fine & Points are applied.

\*\* Two noise complaints within a 30-day period- escalation to requiring owner install Noise monitor. This will assist owner and village so owner is not in jeopardy of losing permit to rent. Renters that install noise monitor and no complaints will get a \$100 discount on following year permit. One time discount.

### Parking

First Offense:	0 points
Second & Subsequent Offense:	2 points



Fireworks

All Offenses: 2 points (immediate, no warning)

Wristbands

First Offense: 0 points and written warning

Second & Subsequent Offense: 2 points

Traffic

First Offense: 0 points (fine still applies)

Second Offense: 1 point (fine still applies)

Vandalism

First Offense: 1 point (fine still applies)

Second Offense: 3 points (fine still applies)