

October 2004

To: Reef Gate West Unit Owners

From: Board of Directors, Reef Gate West HOA

RE: Notification Requirements to Association of Rental of Units

This notice is being sent to all Reef Gate West Unit owners whose mailing address is outside of the Reef Gate West complex. It is also a reminder of the notification requirements when you rent or lease your Unit. In accordance with Section 12 RENTALS, please proceed as follows:

Each Unit owner who rents or leases his/her Unit shall be required to maintain a written rental or lease agreement with the tenant(s) that the unit may not be rented for less than a continuous period of 28 days. Additionally, the lease/rental agreement must contain "tenant agrees to abide by the Association rules" and "tenant agrees not to sublet. "

If tenant fails to abide by the Association rules or sublets the unit. After not less than a three (3) day written notice of default given in the manner required by law, the Owner may terminate all rights of the tenant unless the tenant shall cure such default.

Provide the management company with the name(s) of the lessee or tenant, license numbers(s) of vehicles and period of lease/rental agreement.

The Unit owner must provide a copy of these Rules and Regulations to the lessee and 1) obtain a written acknowledgment from the lessee that he has received a copy of these Rules and Regulations 2) return it to the management company within prior to the beginning of the rental or lease.

Inform tenant(s) location of trash structure, mailbox, parking space, storage areas, swimming pool/spa, billiard room, exercise room and sauna.

If you have any questions, please contact Amy Simpson of TSG Independent Property Management at 949-481-0555. Thank you for your cooperation.

**REEF GATE WEST HOMEOWNERS ASSOCIATION  
Rental Notification Form**

Owner's Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. Please check one of the following:

\_\_\_\_\_ Although my mailing address is outside of Reef Gate West HOA, I do not rent / lease out my Unit.

\_\_\_\_\_ I rent / lease out my Unit. (Please complete the remainder of this Form.)

2. Name of Lessee or Tenant \_\_\_\_\_

3. Emergency Contact Number for Unit Owner \_\_\_\_\_

\_\_\_\_\_  
Unit Owner's Signature

\_\_\_\_\_  
Date

**REEF GATE WEST HOMEOWNERS ASSOCIATION**

**Rules and Regulations Acknowledgment Form**

Owner's Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

I am the tenant / lessee of the Unit number listed above, and I hereby acknowledge having received a copy of the current Reef Gate West Homeowners Association "Rules and Regulations".

\_\_\_\_\_  
Tenant / Lessee's Signature

\_\_\_\_\_  
Date