

WINDTREE CONDOMINIUMS HOMEOWNERS ASSOCIATION, Inc.

RENTAL TRACKING

Dear Windtree Owner/Investor,

If you rent your unit in the Windtree Condominium Community, please be advised that in order to maintain the grandfathered rental status of your property, it is essential to comply with all Rules and Regulations, including the Leasing and Occupancy Rules.

As the Community Management team and the COA Board of Directors are increasingly required to communicate with individuals beyond just Owners and Investors, there has been a significant rise in the number of Renters/Tenants contacting management—or needing to be contacted—for matters such as emergency building concerns, water issues, maintenance requests, trash collection updates, rules and regulation updates, and gate access for entry devices. Currently, the COA has no way of identifying or properly assisting many of these individuals, as we often lack information about who is occupying the units. To address this, Rental Tracking Management has been implemented to help the COA and Management better serve those residing in the Windtree Community.

This initiative allows us to properly manage and communicate with occupants beyond the deeded Owners more effectively. The Rental Administration Fee supports the additional operational and administrative efforts required to manage rental units with renters/ tenants beyond the standard Owner-occupied model. We appreciate your cooperation in ensuring the continued success and smooth operation of our Windtree Community.

If you do not have a copy of the **Rules and Regulations**, you can review them online through the **Community Web Portal** at: <https://THA.managebuilding.com>. Navigate to **Documents > Governing Documents** to access the necessary information.

Renter/Tenant Information Submission Requirement

To ensure compliance, you are required to provide the following tenant information for the property listed above. This information will be accessible only to the **Texas Homeowners Association (THA) Management and the Board of Directors** and will not be shared with the community. Pursuant to the **CC&Rs and Amendment**, the Association requires all Owners to provide the management company with Tenant/ Renter contact information. This information is **essential for emergency situations, communication of water shut offs, building maintenance, rules and regulation updates, and gate access into the Community**. Please complete the attached documents and submit all required information within **14 days** through the **Community Web Portal** under the address of your rental unit. When submitting, select "**General Question**" as the category and submit the forms as the Rental Tracking or email directly to Rentals@HOA.Homes. **If the forms and information is not submitted within 14 days, a \$100 fine will be assessed every 14 days until the information has been submitted and received.**

Required Renter/Tenant Information:

- **Renter/Tenant's Full Name**
- **Lease Start Date & Lease End Date**
- **Renter/Tenant's Email Address & Phone Number**

Additionally, there is a **\$100.00 Annual Rental Administrative Processing Fee** that must be paid through the Community Web Portal. **Thank you for your prompt attention to this matter. If you have any questions, please contact THA for further assistance.**

Rules Related to Leases, Renters/Tenants, and Non-Resident Owners, per Governing Documents for Windtree Condominiums:

- 1. Owner Contact Information**
 - Any Owner who does not reside in a Unit they own must provide the Board with their permanent residential address and emergency contact numbers for both home and work.
 - If an Owner fails to provide this information, any costs incurred by the Board in locating them will be assessed as a Common Expense.
 - Unless otherwise required by law, an Owner who fails to provide updated contact information will be deemed to have waived the right to receive notices at any address other than the Unit's address. The Board shall not be liable for any loss, damage, or inconvenience resulting from delays in receiving notices due to the lack of updated contact information.
- 2. Leasing Restrictions**
 - A Non-Resident Owner may not lease less than the entire Unit, nor may the Unit be leased for transient or hotel purposes.
 - All leases must be in writing and must comply in all respects with the provisions of the Declaration, Bylaws, and Rules and Regulations of the Association.
- 3. Lease Notification and Documentation**
 - Owners intending to lease their Unit must provide the Board with at least one (1) month's prior written notice.
 - Upon notification, the Board will provide the Owner with a **Renter/Tenant Document**, which must be included in the lease agreement and signed by all parties.
 - Each Owner is responsible for providing their tenants with copies of the Declaration, Bylaws, Rules and Regulations, and the **Rental/Tenant Form**.
 - The Association must receive a signed form(s) for lease dates/ not the original lease copy), along with all required forms, before the tenant's occupancy. Any costs incurred by the Association in obtaining these documents will be charged to the Owner as a Common Expense. (There is the \$100.00 Annual Rental Administrative Fee, each year that the condominium unit is a Rental).
- 4. Renter/Tenant Compliance and Violations**
 - If a tenant violates any provision of the Declaration, Bylaws, or Rules and Regulations, the Board has full discretion to determine the appropriate course of action against the Owner.
 - Any expenses incurred by the Board in addressing such violations will be assessed to the Owner's account as a Common Expense.
- 5. Owner and Renter/ Tenant Form(s)**
 - The **Owner and Renter/Tenant Form** is a mandatory document that must be signed by both the Owner and the Renter. This is In Lieu of the Original Lease. The attached forms serve as confirmation that the Owner has provided the Renter/Tenant with the Association's governing documents and that the Renter Tenant acknowledges receipt of these documents and that the proper background screening has taken place as required by the governing documents.

Any Questions, please reach out to Texas Homeowners Association (THA) Management at 972-283-2539 or Email Rentals@HOA.Homes

WINDTREE CONDOMINIUMS RENTAL TRACKING

OWNER INFORMATION SHEET

Pursuant to the **CC&Rs and Amendment to the Declaration**, the Association requires all Owners to provide their contact information to the management company if they are off-site Owners. This information is **essential in the event of emergency situations, communication of water shut offs, building maintenance, rules and regulation updates, and gate access into the Community.**

Condominium Unit Information:

- **Unit Address:** _____
- **Rental Contract Start & End Date:** _____ **TO** _____

Owner Information:

- **Owner Name:** _____
- **Email:** _____
- **Additional Owner (if applicable):** _____
- **Email(s):** _____
- **Mailing Address:** _____
- **Primary Contact Number:** _____
- **Secondary Contact Number:** _____

Emergency Contact:

- **Name:** _____
- **Phone Number:** _____

Acknowledgment:

I acknowledge that I have received a copy of the **Rules and Regulations** of Windtree Condominiums Homeowners **Association, Inc.** and agree to abide by them. I further acknowledge that the Annual Rental Administration is necessary in order to keep Communication out to the Renters/Tenants for emergency building concerns, water issues, maintenance requests, trash collection updates, rules and regulation updates and gate access for entry devices.

Please Check One:

I acknowledge that a proper background screening has been conducted on the Renter/Tenant(s) listed, and that the Renter Tenant(s) have successfully passed the screening in accordance with the Rules and Regulations of the Community.

YES NO

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Submission Instructions:

Please return these completed forms (Owner & Tenant) to:
Texas Homeowners Association (THA) Management at: Rentals@HOA.Homes

For Client Services, Billing or Account Questions, Please contact Texas Homeowners Association (THA) Management at ClientServices@HOA.Homes or by Phone at 972.283.2539

WINDTREE CONDOMINIUMS RENTAL TRACKING
RENTER/TENANT INFORMATION SHEET

RENTER/TENANT INFORMATION SHEET

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Condominium Unit Information:

- **Unit Address:** _____
- **Rental Contract Start & End Date:** _____ **TO** _____

Renter/Tenant Information:

- **Renter/Tenant Name:** _____
- **Email:** _____
- **Additional Renter/Tenant (if applicable):** _____
- **Email(s):** _____
- **Mailing Address:** _____
- **Primary Contact Number:** _____
- **Secondary Contact Number:** _____
- **Pets/ Breed/ Weight (if any):** _____
- **Vehicle(s), Make/ Model, & License Plate Numbers:**

****New, Lost or Replacement Key Fobs are \$50.00 per Fob. Maximum Key Fobs issued per Unit is (2).****

Emergency Contact:

- **Name:** _____ **Phone Number:** _____

Acknowledgment:

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Owner Signature (s): _____ / _____ **Date:** _____

Renter/Tenant Signature (s): _____ / _____ **Date:** _____

Submission Instructions:

Please return these completed forms (Owner & Tenant) to:
Texas Homeowners Association (THA) Management at: Rentals@HOA.Homes

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