

UNIT RENTAL POLICY

Policy # 4

Source of Authority: Tar Landing Villas (TLV) Homeowners' Association Board of Directors; Consolidation, Restatement of Declaration and Covenants, Conditions and Restrictions of Tar Landing Villas

Revision Authority: TLV Homeowners' Association Board of Directors

History: **Board Action:** June 18, 2022

Effective Date: June 18, 2022

4.1 Purpose

This policy is to provide clear and consistent guidance for the rental of any TLV unit.

4.2 Scope

This policy applies to all renters. This includes rentals from rental agencies with a physical presence, on-line rental companies and rentals made directly by the unit owner.

4.3 Policy

- A. PETS: Renters are not allowed pets in a TLV rental unit or on the grounds.
- B. ELECTRIC VEHICLES: Charging of electric vehicles, electric bikes or hoverboards is prohibited by renters at their rental units.
- C. CLUBHOUSE: Except for the bathroom area, renters are not allowed access to the clubhouse after normal operating hours. This restriction also includes access to the icemaker.
- D. CLUBHOUSE GRILL: The exterior clubhouse grill may be used by anyone staying at TLV. It is available on a first-come basis, free of charge. However, its use can be reserved by notifying the property manager in advance. It is the responsibility of the person using the grill to make sure that the area is cleaned after its use, all trash is placed in the dumpster and that the grill grate is cleaned.
- E. Renters are prohibited from entertaining guests outside of their rental unit and may not invite guests not residing (sleeping) in their unit to use TLV amenities. These include: the pool, swings, basketball court and all TLV beach boardwalks. (Also see Policy 3.3G) Should the renter host guests at their rental unit, it is their responsibility to obtain an

overflow parking pass during office hours and to ensure that their guests have it correctly displayed on their vehicle while they are on site.

- F. OCCUPANCY: Rental occupancy is restricted to 2 persons per bedroom, unless that bedroom is outfitted as a bunkroom. In that case, occupancy should be limited to 1 person per bed for singles or 2 persons per bed for double, queen or king beds. Rental occupancy should not exceed 10 individuals (adults and children) per unit.
- G. RENTAL PERIOD: The minimal rental period for TLV is 7 consecutive days. Lesser rental periods are not permitted.
- H. TLV units were designed as single units and no unit may be subdivided into 2 or more units, each suitable for normal living independent of the other. The occupant of each unit must have the full use and enjoyment of the entire unit.
- I. GATE ACCESS:

RENTAL AGENCIES: All rentals booked through local realty companies must use a gate card to access the TLV gate. When joining a rental program, the owner/rental agency should request 2 cards from the TLV office. There is no charge for the initial 2 cards; the realtor may purchase replacements for cards that are lost or stolen at a cost of \$50. The card replacement fee will be reviewed by the TLV Board annually, and realty agencies and impacted homeowners will be notified of any changes. Those booked through a realty company accessing the gate by gate code will be fined \$50.

VRBO AND ONLINE AGENCIES: Owners that rent directly or through an on-line agency will be assigned a unique code specific to their unit. Should renters be found to be sharing the code with persons not listed on their rental agreement for purposes of using TLV facilities, a \$50 fine will be levied against the renter/unit owner.

- J. PARKING: All renters must display an appropriate TLV renter parking tag on their rear-view mirror. This applies to vehicles parked in the rental unit's driveway and general parking in marked spaces. Requested overflow parking passes should be displayed on the dash of the vehicle. Any vehicle that does not display a proper parking tag is subject to being towed at the vehicle owner's expense. A handicapped parking permit does not count as an additional parking permit. Parking tags will be distributed free of charge to the rental agencies EACH YEAR. Renters renting through rental agencies will receive 2 parking permits for their stay. Homeowners that rent directly to renters or through on-line agencies should request 2 rental parking tags from the office. If a renter has more than 2 vehicles, they may request an overflow parking permit from the office. The overflow parking area is outside the entrance gate around the mailboxes. They are available on a first come first serve basis. These spaces are very limited and there is **NO** other legal onsite parking available. Replacement tags are \$25 each. The parking tag

replacement fee that is established by the TLV Board will be reviewed annually, and realty agencies and impacted homeowners will be notified of any changes.

- K. COMPLIANCE: The homeowner shall ensure that the primary renter of the property and their guests are bound by the Tar Landing Policies, Rules and Regulations as amended from time to time by the Board of Directors. The homeowner is responsible at all times for the conduct of the renter and may be fined for any violations.

- L. NOTIFICATION: Each homeowner that rents directly to renters or through an on-line agency must submit the following information to the TLV property manager at least 1 week prior to the beginning of the rental period by completing the TLV RENTAL CONTACT INFORMATION on the TLV website: NAME OF PRIMARY RENTER, DATES OF RENTAL PERIOD, CONTACT CELL PHONE NUMBER for PRIMARY RENTER, EMAIL for PRIMARY RENTER, NUMBER OF OCCUPANTS (adults and children) to be on site during the rental period, CERTIFICATION OF COMPLIANCE.

- M. RENTAL POLICIES: Annually, the property manager will communicate to each realty agency and homeowner that rents directly to renters or through on-line agencies all the policies, rules and regulations that should be followed by their TLV renters. An example of that communication is attached.

4.0 Revision History

- A. May 26, 2023
- B. January 18, 2025
- C. February 11, 2025
- D. October 18, 2025
- E. _____

March 1, 2026



Memo To: Bogue Banks Rental Agents

Re: Tar Landing Villas Rental Rules

We trust this note finds you staying healthy and looking forward to opening the summer rental season!

This package is being sent to provide you with parking tags for your Tar Landing Villas (TLV) units. We've also included a copy of the TLV Rules and Regulations and a copy of the TLV Pool Rules.

Each rental unit will be permitted parking space for two (2) vehicles. We have assigned 2 parking tags for each of your rental units. There is no fee for the tags enclosed in this package; however, there will be a \$25 fee for any replacement tags issued during the 2022 calendar year. (New tags will be issued at no charge in the spring of 2023.) Please note that after ONE warning, a vehicle **without a valid parking permit, INSIDE OR OUTSIDE THE GATE, is subject to being towed at the owner's expense. Renters may apply directly to the office, IN PERSON DURING REGULAR OFFICE HOURS, for a third parking permit for the overflow area outside of the gate.**

Entrance to the gate is by gate card only. Renters accessing the gate with a code will be fined \$50. Two gate cards were issued for each unit when it joined your rental program. There is a \$50 per card charge for each gate access replacement card. If a gate card is lost, we will deactivate that card before a new card is issued. If a gate card is found after it has been deactivated, it may be returned to TLV for a refund of \$10.

We request that you post a copy of the rules and regulations on the refrigerator in each rental unit and that a copy of both sets of rules **be included** in every TLV rental packet. It is our hope that this will ensure compliance with TLV policies.

Please make your renters aware that the rules specifically prohibit renters from having pets in the units or on the grounds. We also request that they be made aware of the parking limitations and that certain vehicles will not be permitted at TLV. Especially important is that the renters understand the grilling rules.

Please contact the office if you have any questions or concerns. The office can be reached at (252) 247-5295. The email is office@tarlanding.com.

Thank you for your attention to this matter.

Tar Landing Villas
2016 E. Fort Macon Road
Atlantic Beach, NC 28512



March 1, 2026

Dear VRBO Tar Landing Homeowner,

We trust this note finds you looking forward to the summer season!

This package is being sent to provide you with rental parking tags for your Tar Landing Villas (TLV) unit. Also included are copies of the TLV Rules and Regulations and the TLV Pool Rules.

Each rental unit is permitted parking space for two (2) vehicles. We have assigned 2 parking tags for your unit. There is no fee for the tags enclosed in this package; however, there will be a \$25 fee for any replacement tags issued during the 2025 calendar year. (New tags will be issued at no charge in the spring of 2026.)

Please note that after ONE warning, a vehicle **without a valid parking permit, INSIDE OR OUTSIDE THE GATE, is subject to being towed at the owner's expense. Renters may apply directly to the office, IN PERSON DURING REGULAR OFFICE HOURS, for a third parking permit for the overflow area outside of the gate.**

Entrance to the gate is by an assigned gate code unique to your unit. Please note to your renters that the code should not be shared with anyone outside of those staying in the unit.

Tar Landing requires that you ensure your renters are bound by Tar Landing Policies, Rules and Regulations.

Please make your renters aware that the rules specifically prohibit renters from having pets in the units or on the grounds. We also request that they be made aware of the parking limitations and that certain vehicles will not be permitted at TLV. Especially important is that the renters understand the grilling rules.

The following information must be submitted to the TLV property manager at least one week prior to the beginning of the rental period by completing the TLV RENTAL CONTACT INFORMATION on the TLV website: NAME OF PRIMARY RENTER, CONTACT CELL PHONE NUMBER for that person, the DATES OF RENTAL PERIOD, and the NUMBER OF OCCUPANTS (adults and children) to be on site during the rental period.

Please contact the office if you have any questions or concerns. The office phone is (252) 247-5295, and email is office@tarlanding.com.

Thank you for your attention to this matter.