

**LARKSPUR COMMUNITY ASSOCIATION**  
**POLICY ON NON-OWNER PROPERTY OCCUPANCY**

The Board of Directors (Board) of Larkspur Community Association (Association) hereby adopts the following Policy on Non-Owner Property Occupancy effective as of 6/28, 2017.

**I. STATEMENT OF PURPOSE:**

This policy addresses and regulates non-owner property occupancy, including short term rentals, within the Larkspur Community. This policy shall accordingly apply to all such properties being used for non-owner occupancy and short term rentals, except as set forth herein. This policy is intended to protect and promote the health, safety and welfare of Owners as well as protect property values within Larkspur Community.

**II. POLICY:**

A. **Notification:** Owners who lease their properties for any period of time, including on a short-term basis, or allow others to use their property for no charge shall provide written notification to the Association's Property Manager of the following information:

1. Name of the Owner and physical address of Owner's property
2. Dates of occupancy
3. Number of occupants
4. Contact information of the occupants, including cell phone numbers, email addresses and mailing addresses
5. Written acknowledgement by Owner that all occupants have been provided a copy of the Association's Rules and Regulations
6. Signed document by all occupants of each occupant's agreement to abide by and comply with such Rules and Regulations
7. For occupancies by members of an Owner's family, Owner shall only be required to provide the Association with dates of occupancy and contact information of occupants, so that the Association can communicate with the occupants if necessity dictates.

For the purpose of written notification, email notification is acceptable. The Association Rules and Regulations are available on the Association website at: [www.toadpropertymanagement.com](http://www.toadpropertymanagement.com).

Please send notification to [Rob@toadpropertymanagement.com](mailto:Rob@toadpropertymanagement.com)

B. **Occupancy Limit:** Maximum occupancy is limited to number of bedrooms multiplied by 2.5. The Board of Directors reserves the right to make exceptions on a case by case basis based only upon the make-up of the occupants, meaning number of children.


- C. Minimum Stay. There shall be no minimum stay requirements.
- D. Vehicles. All vehicles, trailers, motorcycles, RVs, off-road vehicles shall be kept in the driveway and not left on the roads or cul-de-sacs at any time.
- E. Rules and Regulations. All occupants of an Owner's property shall comply with the Association's Rules and Regulations, which shall be enforced. Owners shall be responsible for any fines as a result of Owner's occupant's violations of the Rules and Regulations.
- F. Violations of Association's Rules and Regulations. The first violation of the Association's Rules and Regulations shall result in a written warning delivered to the Owner of the property and the occupant thereof. Additional violations shall be subject to the Policy on the Imposition of Fines and Fine Schedule, attached hereto. Violations shall be cumulative over a 24-month period, meaning the procedure for assessing fines does not stop and start upon each occupancy or rental of the property. Rather, the procedure governing violations and assessing fines per the Fine Schedule shall accrue over a 24-month period, regardless of how many times an Owner has rented his or her property or permitted occupants to use his or her property free of charge.
- G. Excessive, Willful or Consistent Violations. The Association reserves the right to adopt and impose a more rigorous Fine Schedule for Owners whose occupants violate the Association's Rules and Regulations on an excessive, willful or consistent basis.

III. AMENDMENTS:

The Board of Directors reserves the right to amend this policy which shall be set forth in writing, and adopted by the Board of Directors.

APPROVED AND ADOPTED THIS 28 DAY OF June, 2017

LARKSPUR COMMUNITY ASSOCIATION, a Colorado nonprofit corporation

By:   
Jeff Duke, President