

March 1, 2018

Dear Neighbors and Homeowners,

Enclosed please find three important documents:

- 1) The MLPC Policy and Procedure regarding Non-owner Occupancy
- 2) Notice to Occupants: Covenants and Restrictions for Owners and Occupants within MLPC
- 3) Registration Form for Non-Owner Occupancy MLPC

These policy and registration forms were adopted by the MLPC effective March 1, 2018 in response to requests by homeowners at the Annual Meeting in July, 2017. The Notice to Occupants is a summary of current bylaws and covenants for MLPC.

We are respectfully asking that each homeowner provides Toad Property Management Company with their contact information when your property is being rented either short or long term, when pet sitters or house sitters are being employed, or when guests are using your home in your absence. Please be aware that we are not requesting specific dates or names of renters, employees or guests. We are only requesting registration annually. Your contact information will also be most helpful in the event of an emergency when you are absent.

Owners are responsible for their renters and guests; please inform your renters and guests that they are required to honor the covenants and bylaws as if they were owners. In the event of a violation or emergency, Toad Property Management will contact you immediately so that you are informed of the situation.

Thank you for your understanding and cooperation.

Best regards,

MLPC Board of Directors

**MERIDIAN LAKE PARK CORPORATION
POLICY AND PROCEDURE
REGARDING NON-OWNER OCCUPANCY**

The following Policy and Procedure regarding non-owner occupancy of property has been adopted by the Board of Managers (“Board”) of Meridian Lake Park Corporation (“Association”) pursuant to Colorado statutes effective : March 1, 2018

NON-OWNER OCCUPANCY

1. Owner’s Responsibilities
 - a) Any owner expecting to offer their house or lot for use by a non-owner at any time must register the property with the Association's property management company, Toad Property Management. This includes leasing the property on a short-term contract (less than 30 consecutive days), a long-term contract, or use that is non contractual/financial (friends and family). Registration is good for a calendar year and must be renewed annually. The registration form can be found at:
www.toadpropertymanagement.com.
 - b) Owners are responsible for any violation of MLPC covenants or restrictions committed by occupant. Each owner shall make sure all occupants receive and understand the covenants and restrictions of MLPC as outlined in the “Notice to Occupant” available online at:
www.toadpropertymanagement.com.
2. Occupant’s Responsibilities
 - a) Each occupant will be held to the same covenants and restrictions as the owner of the property.
3. Violations
 - a) Any violation of MLPC restrictions and Covenants by a non-owner occupant will be the responsibility of the property owner. This includes any assessed fines or payments/replacements due to damage.
 - b) Owners will be notified of violations in writing, by phone or email. Violations will be cumulative over a 12 month period ; assessing fines does not stop and start upon each occupancy.
 - c) Fines will be assessed per the MLPC Enforcement Policy, available online at
www.toadpropertymanagement.com