

4D Estates Property Owners Association

Established July 3, 2002



198 Private Rd. 8577
Winnsboro, TX 75494
(903)725-6630

SHORT TERM RENTAL (STR)
POLICIES & PROCEDURES MANUAL

4D COUNTRY ESTATES POA
STR Policies & Procedures Manual

October 3, 2022

4D PROPERTY OWNERS ASSOCIATION SPECIAL ELECTION

RESOLVED that the Protective Covenants for 4D Country Estates dated October 1, 1971, recorded in Volume 643, Page 80, Deed Records, Wood County, Texas; and Amended Protective Covenants for 4D Country Estates dated May 26, 1972, recorded in Volume 740, Page 872, Deed Records, Wood County, Texas, and any amendments, modifications, or supplements thereto, are amended to add the following provision:

20. SHORT-TERM RENTALS (STRs). Short-term rental of property within 4D Estates Property Owners Association (POA) is permitted for those property owners recorded in the Wood County Courthouse as of October 3, 2022. Property owners recorded after that date are not permitted to operate short-term rentals. STR is defined as rental of property for 30 days or less. All property owners engaged in operating STRs will be required to abide by the 4D Estates Policy and Procedures Manual as revised from time to time by the POA Board of Directors.

4D Estates Property Owners Association (4D POA) allows property owners in the 4D Country Estates Community (4D Community) to rent their property on a short-term basis in accordance with Protective Covenant #20 and the policies and procedures described herein.

The purpose of these STR Policies & Procedures is to ensure that all STR owners and their guests are bound by the same reasonable policies, procedures and rules to safeguard the public health, safety, general welfare and quality of life of all 4D property owners along with protecting the integrity of the community and property values overall.

1. DEFINITIONS:

- Short-Term Rental (STR), aka Vacation Rental, is defined by the State of Texas and herein as a rental period of 30-days or less.
- Member in good standing means a member of the 4D POA whose assessments are paid in full and have no unsettled violation(s).
- Existing property owner, as it relates to these policies and procedures, is defined as those deeded property owners recorded at the Wood County Courthouse as of October 3, 2022, which is the effective date of the Protective Covenant #20 and this policy.
- STR Policy Committee is a group of 4D Country Estates property owners chosen and overseen by the 4D Board of Directors to carry out the management of the STR Policy, including but not limited to registration documentation, document storage, communication, security, complaints, etc.
- STR Property Registration consists of completing and submitting the STR Registration Form and accompanying documentation as required.
- STR Registration Fee is the amount due at each registration period and will be used along with the regular assessment monies for the betterment of the 4D Community. STR Registration Fees are non-refundable.

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2. OWNER REQUIREMENTS:

- Owner must be an existing property owner to register and operate their property as a STR in accordance with the policies and procedures described herein. At such time on or after October 3, 2022, the deeded owner of record changes to an entity or other person, the property is no longer eligible to operate as a STR.
- Owner must be a member in good standing at the time of initial registration and each yearly renewal registration thereafter.
- Owner must complete STR Property Registration 1) prior to listing, marketing, advertising, or booking any property (Initial registration); and 2) on or before January 1 of each year thereafter that the STR will be in operation (Renewal registration).

NOTE: Owners of STRs that began operation prior to October 3, 2022 must complete and submit their initial STR Property Registration on or before January 1, 2023 for the 2023 calendar year.

- STR Registration Forms shall be requested via email to 4DSTRCommittee@gmail.com.
 - Completed STR Registration Forms and accompanying documentation, if any, shall be submitted via email to 4DSTRCommittee@gmail.com.
- The STR Registration Fee amount at Initial registration is \$240 if registering between January 1st through June 30th; and \$120 if registering between July 1st through December 31st, of any given year. This fee shall be paid by the owner in the same manner that their regular monthly POA assessment is paid.

NOTE: Owners of STRs that began operation prior to October 3, 2022 must pay the appropriate Initial registration fee on or before January 1, 2023 for the 2023 calendar year.

- The STR Registration Fee amount at Renewal registration is \$240 and shall be paid by the owner in the same manner that their regular monthly POA assessment is paid.
- A list of STR property addresses and owner names will be distributed to all 4D property owners.
- STR owner and/or their Property Manager must be available by phone 24 hours per day, 7 days per week to accept and address general complaints relayed by the STR Policy Committee as received from other residents.
- If a STR owner allows guests to have a campfire on their property, the owner must provide a designated fire pit area plus a bucket and/or water hose nearby for extinguishing fires.
- A “4D Community Guest Occupancy Rules” document will be supplied by the STR Policy Committee upon registration and must be placed in a prominent place in the property.
- A map of the 4D Community which outlines the lakes, guest fishing piers, beach and picnic area and trails will be supplied by the STR Policy Committee upon registration and must be placed in a prominent place in the property.

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3. OWNER RECOMMENDATIONS:

- A STR Endorsement or Rider to the current homeowner insurance policy or a Landlord Insurance Policy, whichever the insurance agent deems appropriate and adequate, should be in effect as long as the property is operating as a STR.
- Smoke detectors should be installed where appropriate according to County recommendation, should be tested regularly, and replaced as needed or per County recommendation.
- A carbon monoxide detector should be installed if there is any appliance, stove, fireplace, etc. that burns any type of fossil fuel such as gas, propane, wood, coal, etc. in the house. The detector should be placed 15-20 feet away from such items. A combination smoke/carbon monoxide detector is acceptable.
- An ABC type fire extinguisher should be available and located in a highly visible area, at all times, in every STR and replaced every 10 years minimum.
- It is recommended that the 4D Community Guest Occupancy Rules be placed in the owner's online profile for guest review prior to their visit.

4. 4D COMMUNITY GUEST OCCUPANCY RULES

- Guests shall be advised that 4D Country Estates is a community of private properties owned by individuals and as such, parking and trespassing on private property is strictly prohibited.
- Guests shall be advised to familiarize themselves with the Map of the 4D Community located in their rental. The map highlights the community amenity locations available for their enjoyment, namely the walking trails, specific fishing piers and bank areas on the ponds (for catch and release fishing only), and the sandy beach area on Autumn Trails Lake for swimming and picnics. All other areas are off limits, including the Community Club House.
- Swimming and small watercraft use (canoe, kayak, paddle boats, etc.) if provided by the host, is allowed on Autumn Trails Lake AT YOUR OWN RISK; there is NO LIFEGUARD ON DUTY, therefore use of life vests/life jackets when in or on the water is strongly recommended.
- Guests shall be instructed that parking is allowed only at the STR property they have rented, and they should be prepared to walk, hike, or bring and ride their bicycle(s) throughout the 4D Community.
- Guests shall be instructed that parking on 4D Community roads, right of ways, lake meadows, and other residents' property is strictly prohibited.
- Guests shall be instructed that Quiet Hours in the 4D Community are between the hours of 10pm to 8am Monday through Sunday.
- Guests shall be instructed that the use of any 2-, 3-, or 4-wheeled motorized recreational type vehicle is strictly prohibited within the 4D Community.
- Guests shall be instructed that campfires must be conducted in the designated firepit area on the rental's property only and made aware 1) fires are not allowed during windy conditions or during a burn ban (owner is responsible for notifying guests when there is a burn ban in effect.) 2) that no fire shall be left unattended at any time; 3) fires must be extinguished with water

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prior to leaving it or retiring for the night; 4) of the location of the bucket and/or water hose, and fire extinguisher in case of need 5) that consideration should be given to smoke impacting nearby neighbors.

- Guests shall be instructed that NO fireworks of any type shall be lit at any time within the 4D Community.
- Guests shall be instructed that NO firearm of any type shall be discharged at any time in the 4D Community.
- Guests shall be advised that events and parties are strictly prohibited at all times in the 4D community.
- Guests who are allowed to bring pets shall be instructed that pets must be on leash, or in a securely fenced area or crate, at all times when outdoors and picking up pet waste is expected.

5. SECURITY:

- Entry Gate
 - A dedicated gate code for STR Guests only will be programmed to change on a quarterly basis. Guest codes will be programmed for each quarter of 2023 at the same time, prior to January 1, and will automatically change on April 1, July 1 and October 1. This will be done each year prior to January 1st. STR Owners will be given all 4 codes at the beginning of the year and will be responsible for notifying guests of the correct codes throughout the year.

6. NEIGHBOR COMPLAINTS:

- Verified/corroborated complaints of a general nature should be directed via email to 4DSTRCommittee@gmail.com. Complaints will be addressed accordingly. Complaints and outcomes will be kept on record.
- In the event of a true Emergency situation, please contact 911 immediately and then send an email to 4DSTRCommittee@gmail.com titled URGENT-EMERGENCY or similar in the subject line.

7. VIOLATIONS:

- Violations will be handled according to the Violation and Fine Policies section (pages 28 through 32) of the 4D Estates POA Policies & Procedures Manual if/when necessary.

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This Short-Term Rental Policies & Procedures Manual for 4D Estates Property Owners Association is hereby adopted by the Board of Directors on this 12th day of November 2022.

By Gene Anderson, President of/for 4D Estates POA

Members in attendance and voting:

- ✓ Gene Anderson, President*
- ✓ Hugh Casey*
- ✓ Nick Nichols, Vice President*
- ✓ Gay Chadwick, Secretary*
- ✓ Ron Sheppard*
- ✓ Jeff Heath*

State of Texas
County of Wood

Before me, the undersigned, a Notary Public in and for Wood County, Texas, on this day personally appeared Gene Anderson, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 2022.

Notary Public's Signature