

# EXHIBIT A

## PINE BAY HOMEOWNERS ASSOCIATION, INC.

### RENTAL NOTIFICATION FORM

This form must be submitted within five (5) days after execution of a lease.

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#### A. PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Lot/Unit Number (if applicable): \_\_\_\_\_

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#### B. HOMEOWNER (LANDLORD) INFORMATION

Owner Name(s): \_\_\_\_\_

Mailing Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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#### C. TENANT INFORMATION

Tenant Name(s):

\_\_\_\_\_  
\_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## **D. LEASE INFORMATION**

Lease Start Date: \_\_\_\_\_

Lease End Date: \_\_\_\_\_

Term of Lease (Months): \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

Is this a renewal of an existing lease? ☐ Yes ☐ No

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## **E. REQUIRED ATTACHMENTS**

- ☐ Copy of lease executed by either party
- ☐ Completed Tenant Acknowledgement Form (Exhibit B)

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## **F. HOMEOWNER CERTIFICATION**

By signing below, I/we certify that:

- The above information is true and correct.
- The lease complies with the Pine Bay Rental Policy and all HOA governing documents.
- A full copy of applicable HOA rules and regulations has been provided to the tenant(s).

Homeowner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# EXHIBIT B

## PINE BAY HOMEOWNERS ASSOCIATION, INC.

### TENANT ACKNOWLEDGEMENT FORM

**Each adult tenant must complete and sign this form.**

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#### A. PROPERTY ADDRESS

Property Address: \_\_\_\_\_

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#### B. TENANT INFORMATION

Tenant Name(s): \_\_\_\_\_

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Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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#### C. TENANT ACKNOWLEDGEMENTS

By signing below, I/we acknowledge and agree that:

1. I/We have received and reviewed the Pine Bay Homeowners Association governing documents, including the Declaration, Bylaws, and all rules and regulations.
2. I/We understand that Pine Bay is a residential community with restrictions governing rentals, parking, conduct, noise, and use of property.
3. I/We agree to comply with all HOA rules, regulations, and policies during my/our occupancy.
4. I/We understand that violations of the HOA governing documents may result in enforcement action against the owner of the property and may affect my/our continued right to occupy the property.
5. I/We expressly acknowledge and accept the right and power of the Pine Bay Homeowners Association to terminate the lease and to evict the tenant(s) for any violation of the governing documents, independent of any action taken by the Owner.

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Tenant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Tenant Signature (if applicable): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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# EXHIBIT C

## **BUYER INFORMATION / ACKNOWLEDGEMENT**

### **PINE BAY HOMEOWNERS ASSOCIATION**

#### **GENERAL CONTACT INFORMATION FOR THE PINE BAY COMMUNITY**

##### **HOA BOARD OF DIRECTORS:**

PRESIDENT – Glenn Kocher – [gkocher@icloud.com](mailto:gkocher@icloud.com) 302-354-9253

TREASURER – Dana Kampschorr – [danakamp@verizon.net](mailto:danakamp@verizon.net) 703-731-8107

The Pine Bay Board can also be reached at [pinebayboard@gmail.com](mailto:pinebayboard@gmail.com)

##### **ARCHITECTURAL REVIEW COMMITTEE (ARC)**

CHAIRMAN – Craig Schwartz – [cssdc1@gmail.com](mailto:cssdc1@gmail.com) 202-236-1154

ARC BOARD LIAISON – Barry Slevin - [barryslev@yahoo.com](mailto:barryslev@yahoo.com) 202-255-5445

The Pine Bay ARC can also be reached at [pinebayarc@gmail.com](mailto:pinebayarc@gmail.com)

The By-Laws; Covenants, Conditions & Restrictions of Pine Bay (CCRs); and the Pine Bay website ([pinebay.net](http://pinebay.net)) provide valuable information regarding community rules and regulations, policies, and key forms, and they outline the pre-approvals necessary for all Construction Activities, landscape work and tree removals. **Pine Bay has specific rules regarding Construction Activities; hours and days for contractor work, landscaping design, tree removals, and rentals that all homeowners must follow. Violators of these rules are subject to fines.**

After closing, please contact the Board via email to learn about the process for accessing the Pine Bay website for this important information.

PLEASE NOTE: THE SELLER MUST PROVIDE THE BUYER WITH 2 POOL KEYS and 2 KEY FOBS AT CLOSING. REPLACEMENT KEYS AND FOBS CAN BE PROVIDED BY THE BOARD TO THE SELLER AT A COST OF \$50 PER KEY/FOB.

This signed form must be returned with the check for the Association Initiation Fee of \$1,000 to:

Pine Bay HOA  
P.O. Box 64  
Rehoboth Beach, DE 19971

As new homeowners in Pine Bay, I/we acknowledge that we have received, read, understand, and agree to comply with the Pine Bay HOA By-Laws; Covenants, Conditions and Restrictions (CCRs); Architectural Review Committee Policies (ARC); and Tree Policy that govern Construction Activities, hours and days for contractor work, landscaping design, and tree removals.

Further, I / we also acknowledge receipt of the Pine Bay Rental Policy as stated in the CCRs and agree to abide by the stated restrictions of a minimum one-month duration, once per year, allowing only two guests per bedroom and responding to the Board promptly on all inquiries.

Please sign and print name(s) below:

BUYER (print)\_\_\_\_\_

SIGNATURE\_\_\_\_\_

BUYER (print)\_\_\_\_\_

SIGNATURE\_\_\_\_\_

BUYER'S  
AGENT \_\_\_\_\_

BUYER CONTACT INFORMATION:

EMAIL(S) \_\_\_\_\_

PHONE NUMBER(S)

\_\_\_\_\_

MAILING  
ADDRESS \_\_\_\_\_