

If you are a homeowner and would like to lease your unit, the HOA requires the following forms and information to be submitted. The forms must be filled out and sent to Elite Housing Management each year. Effective May 1, 2019, there shall be an annual administrative fee for Owners who rent their homes. The current fee is \$50.00, payable annually (Jan 1<sup>st</sup> each year). The purpose is to help offset the time spent on record keeping of leases, amenities, key cards and other issues involving tenants.

According to the Covenants, Conditions and Restrictions (CC&Rs), Section 4. Notice of Sale, Lease or Mortgage. In the event an Owner sells, leases or mortgages the Owner's property, the Owner will be required to give to the Association in writing, the name of the purchaser, lessee, or mortgagee of the property. Owner agrees to provide to the Association a copy of lease and signed documentation that the purchaser, lessee or mortgagee has received a copy of the regulations and restrictions governing subject property.

Please submit the following information by mail or email; and mail a check for \$50 payable to WMT HOA.

1. Copy of your **signed lease agreement** with your tenant
2. Tenant named on lease must sign **Covenants Acknowledgment Form**
3. Owner must submit an updated **Contact Information Form**
4. Owner must fill out a **Delegation of Use Form**. If the owner is not delegating to the tenant, the owner should put their own name as the authorized user and the address at which the owner resides as the authorized user address.

It is the responsibility of the owner to pay all dues, fines, and administrative fees. It is the responsibility of the owner to ensure all forms are filed with the management company and to ensure information is accurate and current. It is the owner's responsibility to inform tenants of changes to community rules, services, amenities, etc... The HOA does not guarantee access to amenities nor facilities and is not responsible for providing your tenant with access. For further clarification refer to the CC&Rs, community rules, or submit further questions to the HOA board.

The required forms and information can be sent via email or postal service to the management company.

Woodmill Trace HOA  
C/o Executive Real Estate  
Management (EREM)  
3313 Memorial Parkway SW, Ste. 127  
Huntsville, AL 35801

# Homeowner Contact Information Form



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 Huntsville, AL 35801

**PLEASE COMPLETE THIS FORM AND RETURN**

**Property Address:**

**Mailing Address:**

**CONTACT INFORMATION**

*All information on this form is considered to be confidential and will not be released without permission of the Owner. This information may be utilized by the association and those contracted or employed by the association as needed.*

<b>Date form completed:</b> ___/___/20___	<b>Send communications to:</b> <b>Property Address / Mailing Address</b>	<b>Is unit Owner Occupied?</b> <b>Yes    No</b>
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1. Owner Information

Full Name	Spouse (optional)
Home Telephone	
Work Telephone	Work Telephone
Pager/Cell Phone	Pager/Cell Phone
E-mail Address	E-mail Address

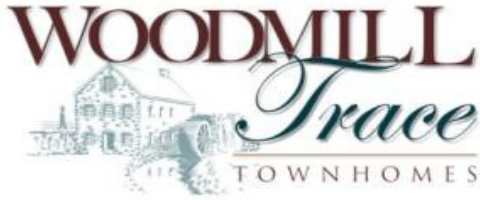
2. Please complete the following section if the Unit is Rented.

Tenant Name	
Home Telephone	E-mail Address
Work Telephone	Pager/Cell Phone

3. Person(s) to contact in case of an emergency

Full Name	Full Name
Street Address	Street Address
City, State, Zip	City, State, Zip
Home Telephone	Home Telephone
Work Telephone	Work Telephone
Relationship of Contact	Relationship of Contact

# Delegation of Use Form



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Access to the amenities is a privilege of each member/owner of the Woodmill Trace Townhome Community HOA. The CC&Rs Article 3 Section 2 provide for a "Delegation of Use" by the owner.

## **CC&R Article III, Section 2. Delegation of Use.**

*Any Owner may delegate in writing his or her right of enjoyment to the Common Area and facilities to the members of his or her family, tenants and social invitees subject to reasonable regulation by the Board and only in accordance with procedure the Board may adopt. The maximum number of social invitees shall be two unless special arrangements in writing are made with the Board.*

In accordance with the CC&Rs an owner may delegate his/her right to the amenities only in totality, to the members of his/her family, tenants, social invitees, or retain the right to the amenities. If the owner delegates his/her rights of enjoyment to the amenities the delegated party becomes the Authorized User of the amenities. If the owner retains the rights of enjoyment to the amenities, the owner remains the Authorized User. The Authorized User may use the pool, gym, rent the clubhouse and use the RV lot (subject to space availability). Specific rules for use of each amenity are in Section III of the community rules. Please note a delegation of use does not defer nor delegate liability from use, the owner as defined in the CC&Rs is liable for any infraction or damages the Authorized User or guests may cause.

**Authorized User** shall mean and refer to either an Owner or tenant to whom the owner has delegated the rights to the common areas. Members of the household residing in Woodmill Trace shall also be Authorized Users, subject to limitations set forth in rules.

Please complete the following information to delegate your right of enjoyment to the Common Area and facilities. Once delegated the amenities cannot be used by the owner until the delegation is revoked in writing and received by the board. Failure to follow the rules and regulations by the owner and/or the Authorized User will result in suspension of privileges and deactivation of access control card as allowed by the CR&B's. If there are fees associated with the use of specific amenities the owner will be responsible for said fees. If you are the owner and choosing to revoke a previous delegation, or retain your right of use, enter your name as the authorized user.

Owner Name/s: \_\_\_\_\_

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

Authorized User Name/s: \_\_\_\_\_

Authorized User Address: \_\_\_\_\_

Authorized User Contact: \_\_\_\_\_

# Delegation of Use Form

## **Please read and initial/sign as indicated**

1. Owner acknowledges privileges for amenities use are granted to owner, who may delegate such privileges to an Authorized User, and by their initial has decided to do so. Additionally, this transfer of access will require transfer of the RFID Access Card to the Authorized User.

\_\_\_\_\_ (owner initial)

- Lost/ replacement access cards must be requested by the OWNER. A replacement card will require payment of \$25 via check or money order mailed to the management company or brought to their office (address above). A replacement card will be issued within 10 business days of the request.

\_\_\_\_\_ (owner initial)

- Owner understands that they retain the responsibility of paying the required dues, fees, fines, & assessments. The HOA cannot and will not invoice Authorized User. Any arrangements as part of a lease or other agreement are between the owner and contracted party ONLY. Access to amenities is not guaranteed by the HOA and rules of access and use may be changed by the board.

\_\_\_\_\_ (owner initial)

- Owner understands that late payment and uncollected assessments will subject the Authorized User to the same rules and regulations regarding deactivation/suspension of amenity access.

\_\_\_\_\_ (owner initial)

- Owner agrees to fill out any additional required paperwork, including a copy of the signed (up to date) lease agreement (when applicable), Authorized User contact information, and covenants acknowledgement form. These items must be on file with the Management company before amenities access can be transferred.

\_\_\_\_\_ (owner initial)

- Owner is aware that failure to follow the rules and regulations by the owner or the Authorized User will result in suspension of privileges and deactivation of access control card as allowed by the CR&B's.

\_\_\_\_\_ (owner initial)

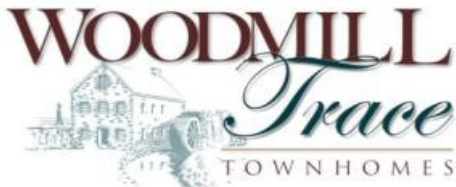
By my signature, I acknowledge that I have read and understand the C&Rs, Bylaws, and the above noted requirements/restrictions. That I am the owner as defined by the CC&Rs, have the authority to execute this delegation, and agree to such terms. This form serves as my written notice to delegate my right of enjoyment to the Common Area and facilities to the Authorized User of record. This delegation will not change unless I notify the board in writing.

\_\_\_\_\_  
Owner - Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RFID Keycard Access Number: \_\_\_\_\_



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## Tenant Covenants Acknowledgement Form

Woodmill Trace Townhomes Community is a Covenant Protected Community. As such, there are numerous rules and regulations to which each resident must adhere.

Tenant Name \_\_\_\_\_  
Property Address \_\_\_\_\_

Management Company (if applicable) \_\_\_\_\_  
Name & Address \_\_\_\_\_

**Please read and initial/sign as indicated**

Tenant acknowledges receipt of the Declaration of Covenants, Conditions, and Restrictions

Electronic Version  Hard Copy Version \_\_\_\_\_ (initial)

Tenant has received a copy of the Community Rules. \_\_\_\_\_ (initial)

**Community Amenity Access**

Owner  **has** /  **has not** transferred access to the amenities to the tenant.

**To be completed only if access to amenities has been delegated to tenant.**

Tenant acknowledges and accepts responsibility for the access key card \_\_\_\_\_ (initial)

Access Card number (located on the back of the key card) \_\_\_\_\_

Tenant will immediately report lost, stolen, or damaged cards to the rental company or owner. \_\_\_\_\_ (initial)

By my signature, I acknowledge that I have read and understand the above noted documents and agree to abide by them.

\_\_\_\_\_  
Print Name (Tenant)

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name (Owner)

\_\_\_\_\_  
Signature & Date