



## **Arrowhead Lake Community Association Short Term Rental Policy**

Original Effective Date: 01/01/2023

Updated Effective Date: As Of: 04/15/2024

**PURPOSE:** This policy relates to the operation and regulation of short-term rental (STR) units within Arrowhead Lake planned community. This policy will address applications, permitting standards, procedures, enforcement, and penalties for violations of this policy, the Declaration, and Rules and Regulations of the Association.

### **SCOPE:**

A. The provisions of this policy shall apply to all short-term rental units within Arrowhead Lake planned community. Short term renting homeowners shall be responsible for ensuring their and their renters' compliance with this policy. Failure of a short-term renting homeowner, agency, managing agency, property manager, local contact person, or temporary member to comply with the provisions of this policy shall be deemed as noncompliance by the owner of the short-term rental unit.

B. The Arrowhead Lake Board of Directors adopted this policy on 04/15/2024.

### **DEFINITIONS:**

**ALCA:** Arrowhead Lake Community Association

**ANNUAL TERM:** ALCA rental permits will coincide with the rental licenses or permits obtained from Tobyhanna and Coolbaugh Township. All permits will run concurrently with the Township license or permit.

**DAY GUEST:** Any individual visitor to a rental property who is neither lodging overnight, a person in charge, or owner of the property on which a short-term rental is located.

**FALSE NUISANCE:** Intentionally reporting an alleged violation of this policy while knowing that a violation did not occur.

**MARKETING:** Advertising of the short-term renting unit for rental in print, online, or through social media.

**MEMBER IN GOOD STANDING:** Shall mean a Member who is current in payment of all financial obligations due the Association, including obligations pursuant to Board approved payment plans, who is also currently in compliance with all other legal obligations respecting his or her property in Arrowhead, and is in compliance with the Governing Documents of the Association.

**NUISANCE:** A violation of any part of this policy will be declared a public nuisance.

**PERSON IN CHARGE:** A person, agent, or property manager, with the authority to represent the owner for purposes of emergency/non-emergency contact and communication regarding the owner's rental property. The person in charge may be the owner of the rental property.



**TEMPORARY MEMBER:** Shall mean any person specifically authorized by a Member in Good Standing to access and use the Community's Common Facilities temporarily, consistent with restrictions in the Governing Documents. Policies and procedures to authorize access for family members, guests, renters, and tenants are further defined in the Rules and Regulations. This status provides amenity access rights, not membership rights.

**RENTAL PERMIT:** Permission granted by Arrowhead Lake Community Association, upon completion of the necessary rental permit application process, to utilize a dwelling for short-term rental use.

**RENTAL TERM:** The length of the specified rental shall not be less than three (3) days and two (2) nights.

**SHORT-TERM RENTAL PROPERTY:** Any dwelling unit utilized as a single-family residence and rented for less than 30 days.

**PERMIT REQUIRED:**

1. A permit is required from Arrowhead Lake Community Association in order to rent your unit.
2. Permits are NOT transferable to any new owner of the property.
3. If a property is purchased from another owner, they must apply for and receive a permit and also comply with Arrowhead Lake Community Association's Short-Term Rental Policy.
4. A permit is valid for one year and must be renewed yearly.

**PERMIT REQUIREMENTS:**

To obtain a permit, renting homeowners must provide the following information to ALCA:

1. Name, address, telephone number, and email address of the owner
2. Name, address, telephone number, of all persons in charge.
3. Total number of bedrooms.
4. If not on Arrowhead Lake Community Association's sewer system, a septic system inspection report showing the existing system is functioning, and proof that the tank was pumped in accordance with the Arrowhead Lake Community Association Rules and Regulations.
5. Copy of a valid Short-Term Rental license or permit from Tobyhanna/Coolbaugh Township.
6. Signatures of the owner and any persons in charge.
7. A separate permit is REQUIRED for EACH rental property.
8. All Arrowhead Lake Community permits will run coterminous with the township permits.
9. By signing the rental permit application, the owner/person in charge agrees to abide by, and ensure compliance of, their temporary members with all covenants and rules and regulations set forth by Arrowhead Lake Community Association and all sections of this policy.

**RENTAL STANDARDS:**

1. Any fees related to this policy are reflected in the ALCA yearly fee schedule.
2. Homeowners will be responsible for ALL PAYMENTS at the time of registration. All temporary members must be registered, and full payments must be paid at least one (1) day before arrival. Payments will not be accepted after the deadline and renters will not be permitted entry into



the community. ALCA will not accept payments for registration items from temporary members. There will be a transaction fee per rental property each time the property is rented.

3. The total occupancy may NOT EXCEED the maximum occupancy assigned by the respective township license or permit.
4. Outdoor parking for temporary members shall be limited to available parking areas on the rental property paved or gravel. In no event shall parking for temporary members be on private property, Arrowhead Lake Community Association Property, grass, woods, any street/road within Arrowhead Lake Community Association, or within the right of way.
5. The renting homeowner is responsible for any violations of the Rules and Regulations caused by their temporary members or their guests.
6. The owner/person in charge shall, upon notification that temporary members of the rental property have violated any covenant or rule or regulation of Arrowhead Lake Community Association, promptly use their best efforts to stop the offending behavior and prevent a recurrence of such conduct by their temporary members.
7. Overnight occupancy of recreational vehicles, campers, camper trailers, or tents shall not be allowed on any rental property at any time. Any outdoor sleeping by temporary members on a rental property is prohibited.
8. Fireworks are always strictly prohibited.
9. Subleasing any or all of the rental property is strictly prohibited.
10. The Person in Charge may be the owner of the rental property. ALCA shall be notified, in writing, prior to a change in the identity of the Person in Charge. The owner of the rental property may designate more than one Person in Charge.
11. All rental properties shall have a clearly visible and legible notice posted within the rental unit containing the following information:
  - a. The name of the owner and/person in charge with a valid phone number and email that both parties can be reached 24 hours a day.
  - b. The 911 address of the property
  - c. The maximum number of temporary members permitted to stay in the rental property, per their respective Township license or permit.
  - d. The maximum number of vehicles permitted on the rental property and that all temporary members must park on designated areas within the rental property.
  - e. Notification that any temporary member shall be cited and fined (which penalties shall become the responsibility of the owner after notice and opportunity to be heard) for any violation of Arrowhead Lake Community Association's Covenants or Rules and Regulations.
  - f. A full copy of Arrowhead Lake Community Association's Rules and Regulations and Rental Policy.
  - g. Location of the Trash Center in Arrowhead Lake Community Association and an explanation of what may be disposed of at the trash center. ONLY household trash and recycling are permitted.

11. Any person who commits a False Nuisance shall be issued a fine of \$500 if found in violation after notice and opportunity to be heard.



12. Marketing of short-term rentals which advertise any facet of any rental which violates this policy is strictly prohibited and the unauthorized advertisements will be used as evidence during enforcement and during the appeals process set forth by Arrowhead Lake Community Association.
13. All temporary members aged six and older must pay a Temporary Membership Fee and will receive a Temporary Membership Identification wristband or similar pass. This identification is required at all amenities. Failure to present an appropriate Temporary Member pass while accessing an amenity is strictly prohibited and shall be considered a violation of this Policy. The Temporary Membership Fee applies to day guests.
14. Access to Arrowhead Lake Community Association requires a gate pass for each vehicle. Failure to purchase a gate pass per vehicle, or any attempt to circumvent purchasing a gate pass in order to gain entry to ALCA, shall be considered a violation of this Policy and is strictly prohibited.
15. All temporary members at a Rental Property must follow all ordinances of their respective Township. Violations of Township ordinances will be shared with the respective Township.
16. Renting homeowners must be a Member in Good Standing in order to rent their home.
17. Cancellations to Existing Registrations: You can cancel your registration any time before arrival. However, only cancellations submitted not less than three (3) days prior to arrival will be eligible for a refund. Only Temporary Membership fees and Vehicle Gate Card fees are refundable.
18. Failure to comply with Arrowhead Lake Community Association's Short-Term Rental Policy by either the renting homeowner or their respective temporary members or guests shall result in a "Failure to Comply" citation being issued to the renting homeowner subject to the following fines:
  - a. 1st offense - Warning
  - b. 2nd offense - Second Warning
  - c. 3rd offense - 90-day suspension of rental privileges
  - d. 4th and subsequent offenses - 180-day suspension of rental privileges
19. Violations of the following Rules and Regulations by a temporary member or their guest(s) shall result in a "Failure to Comply" citation being issued to the renting homeowner in addition to the fines imposed in the ALCA Rules and Regulations:
  - a. Illegal dumping
  - b. Disturbing the peace
  - c. The use of fireworks
  - d. Improper use of gate cards
  - e. Failure to register a renter or day guest
  - f. Improper use of an open flame during a burn ban
  - g. Any firearms related violation
  - h. Any violation of the provisions of this Short-Term Rental Policy



961 Arrowhead Drive  
Pocono Lake, PA 18347  
570-646-1771

All fines shall be imposed, and all suspensions shall commence at the conclusion of all ALCA due process procedures and if the citation is affirmed. Each offense is removed from a renting homeowner's record 12 months after the offense date.

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Kaitlin Lyman  
ASC/ALCA President

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Jennifer Honn  
ASC/ALCA Board Secretary