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P.O. BOX 100 ALBRIGHTSVILLE, PA 18210 / TEEPEE (570) 722-0302 FAX (570) 722-2061

Dear Property Owner:

Enclosed you will find the following 2017 forms to add you to the TTPOA Rental Program; Full Time/Part Time Rental Registration's, General Rules & Regulations with Trash Compactor hours. Full Time Tenants need the permission of the Property Owner to register any ATV, Golf Cart, Boat or Recreational Fires. We need this authorization in writing and submitted to the office (Lessee Affidavit is required from the property owner). New for 2017, For Property Owners renting their homes with part-time or seasonal renters, the Vacation Rental Behavior Policy must be submitted with the Landlord Registration Form prior to any renters entering Towamensing Trails.

As a Private Community we need to know who resides in Towamensing Trails. Please look over the enclosed paperwork and make sure everything is filled in, it would make things much easier for both the office and your tenants. If your tenants have moved or you are no longer renting on a full time basis, please send us written notification stating any changes in the status of your property as a full time rental. **Be sure to supply the office with a copy of the Full-Time Tenants renewed or extended lease each year, signed by both parties.**

The pool and beach will open Saturday, May 27, 2017 for weekends only and will open full time Saturday, June 17, 2017 thru Monday, September 4, 2017. Pool and Beach Hours are 11am-6pm.

Please remember to register all vehicles, if your tenant intends to have additional guests, the office should be made aware of that in advance and advise the office of such. The office will need at least 72 hours in advance of the renters' arrival to prepare rental packets. Part-time rental packets will not be released earlier than 1 week prior to renter's arrival. Part-time renters cannot pick-up rental packets. All Vehicles must be registered. Cost is \$5 per vehicle.

Office Hours: Monday- Friday 9am to 5pm, Saturday 9am to 3pm, CLOSED SUNDAY

Trash Hours: Monday, Wednesday & Friday 7:00am-3:00pm, Tuesday & Thursday 11am-7pm,  
Saturday & Sunday 7:00am to 7:00pm

Towamensing Trails wishes you a Safe and Happy 2017.