

# PEBBLE BEACH VILLAS

## PROCEDURE #11

### LEASE SUBMISSION

**Background:** These procedures are provided to assure that the Association is aware of all leases to help maintain a safe community and to welcome all guests. We hope that this document will help lessees and PBV owners to enjoy a pleasant and cordial experience.

**Applicability:** This document describes the PBV policy/procedure to be followed by the PBV Board of Directors in assessing and determining to approve or disapprove any lease agreement submitted by any Unit-Owner. The Board will consider only applications submitted that are in full compliance with the required procedures as specified in the Control Documents.

**Procedures:**

1. All Unit-Owners desiring to lease their units for six months up to two years (maximum of two years) must complete the Lease Form available on the PBV Website [www.pbvillas.org](http://www.pbvillas.org) and submit the form to the PBV Property Manager Elliott Merrill at least 21 days prior to the expected effective date. Please note that no sub-leases are allowed.
2. The PBV Property Manager staff will review the form for completeness and compliance with the requirements for submission. Any form that contains incomplete or incorrect information will be returned to the owner within 7 days for corrections and re-submission.
3. Upon acceptance of the Lease Form by the Property Manager, the submitted lease form will be forwarded to the "PBV Lease/Rental/Sales Committee authorized by the Board to review and approve the application.
4. After reviewing the Lease Form, the Committee shall determine the following:
  - a. Approval:
    - i. If all information is complete and there are no objections to the request, the Committee shall provide notice to the Property Manager's staff, who shall notify the owner that the lease has been approved.
    - ii. The Property Manager will schedule an interview for the the lessee with the Committee.

- iii. Unit-Owners who submit a lease application understand and accept their responsibility to contact the Property Manager for a Unit Inspection and Unit approval prior to final lease approval (see attached inspection form).

b. Rejection

- i. If the committee rejects the lease for any reason the matter shall be referred to the PBV Board for consideration. A majority vote at any meeting of the Board where a quorum is satisfied shall prevail in determining any final decision.
- ii. If the Board votes to reject the lease, the Board president shall instruct the Property Manager to inform the Unit-Owner that the lease has been rejected. The Board shall not be required to provide explanation or information related to the disapproval.
- iii. If the Unit-Owner appeals the disapproval of the lease, the Board shall have no obligation to reconsider the appeal.
- iv. All lease applications shall contain a specific statement that reads as follows: "THE UNIT-OWNER AND LESSEE ACKNOWLEDGE AND ACCEPT THAT FOR THE ENTIRE DURATION OF THE LEASE THEY SHALL HAVE READ AND SHALL REMAIN IN FULL COMPLIANCE WITH THE PBV BYLAWS AND PBV RULES AND REGULATIONS." The owner and lessee accept that the Board in its sole discretion has the full authority to terminate any lease agreement where the requirements of PBV are violated.

7.10.2023

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### UNIT INSPECTION FORM

UNIT OWNER: \_\_\_\_\_ UNIT #: \_\_\_\_\_

REASON FOR INSPECTION \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_ TIME \_\_\_\_\_

#### 1. MECHANICAL FIXTURES:

a. Air Condition: Operating \_\_\_\_\_ Draining Properly \_\_\_\_\_

Comments: \_\_\_\_\_

b. Electrical: Breaker Box \_\_\_\_\_

Wall Outlets \_\_\_\_\_

Ceiling Light \_\_\_\_\_

c. Appliance: Stove/Oven \_\_\_\_\_

Refrigerator \_\_\_\_\_

Dishwasher \_\_\_\_\_

Washing Machine \_\_\_\_\_

Dryer Vents \_\_\_\_\_

Water Heater \_\_\_\_\_

d. Plumbing: Sinks/Drains \_\_\_\_\_

Toilets \_\_\_\_\_

Showers \_\_\_\_\_

Unit water shut-off valve \_\_\_\_\_

#### 2. UNIT MAINTENANCE/CARE:

a. Drywall \_\_\_\_\_

b. Ceilings \_\_\_\_\_

c. Windows \_\_\_\_\_

d. Front Door \_\_\_\_\_

e. Screen Door \_\_\_\_\_

f. Window Screens \_\_\_\_\_

g. Hurricane Shutters \_\_\_\_\_

h. Caulking \_\_\_\_\_

#### 3. ADDITIONAL ITEMS

a. Smoke Detectors \_\_\_\_\_

b. Carbon Monoxide Detectors \_\_\_\_\_

c. Outside unit decorations/attachments \_\_\_\_\_

#### 4. STORAGE UNIT/GARAGE

a. Storage \_\_\_\_\_

b. Garage \_\_\_\_\_

THE PBV REQUIRED LEASE FORM IS AVAILABLE ON THE PBV WEBSITE

[WWW.PBVILLAS.ORG](http://WWW.PBVILLAS.ORG)