

Association of Brazos Harbor Owners, Inc.

OP-03 Non-Owner Occupancy Notification
Revision 11-2-2024

Non-Owner Occupancy Notification Form

PURPOSE: The process for Member-Owners to obtain Association acknowledgement for a non-member occupant and, if a part of the non-owner occupancy, acceptance of the condition of a non-owner recreational vehicle requested to be placed on a member's lot. The physical condition of the recreational vehicle must be approved prior to the vehicle being parked on the requested lot.

It is the sole responsibility of the Member-Owner to complete this process on behalf of the non-member. If this process is incomplete when the non-owner takes possession, the Association may impose a fine and/or ask the Member-Owner to have the non-members vacate the property.

Submittal Instruction Steps:

- 1) A copy of the completed forms MUST be submitted by the Member-Owner via email or hardcopy PRIOR to occupying the property.
- 2) The attached forms must be submitted for renters, non-immediate family members, friends, etc.
- 3) The forms will be reviewed for completeness. If information is missing or incomplete the Member-Owner will be asked to provide the additional information.
- 4) Member-Owners will be notified when the forms have been approved
 - a. The Member-Owner will be notified via email if their email has been registered with the Association, or
 - b. The Member-Owner will be notified by phone if their email has not been registered with the Association
- 5) The Member-Owner may request a copy of the approved forms.

IF AN RV IS TO BE PLACED ON THE LOT, THE FOLLOWING ADDITIONAL STEPS ARE REQUIRED:

- 6) The ARC Committee must be notified PRIOR to the RV arrival to the property at ARC@abhogranbury.org.
- 7) Owner must also submit, via hardcopy (may be placed in the mailboxes in front of the HOA office next to the dumpsters – with the flag up) or email attachment, photographs of the designated RV including front, back and side views PLUS a clear photo of the metal manufacturer plate attached to the RV.
- 8) RVs over ten years old may not be approved.
- 9) Questions shall be addressed by emailing ARC@abhogranbury.org.
- 10) Final approval or disapproval will be determined through the ARC Committee. Approvals or disapprovals will be notified by phone and/or emails to the Owner.

This form shall be used to capture the information for "Non-Owner" occupied property. This includes but not limited to; renters, non-immediate family members, friends, etc. If the property owner of record is not occupying the property, this form must be completed and submitted for approval prior to anyone moving into the property. A fine may be imposed if the forms have not been approved prior to anyone moving into the property.

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Date: _____

Lot Owner Information:

Name: _____ Lot #: _____
(primary contact)

Phone Number: _____ Email Address: _____

Property Address: _____

Non-Owner Information: (All information must be provided)

Name(s): _____

Mailing Address: _____

Cell Phone: _____ Cell Phone: _____
(primary) (secondary)

Email: _____
(primary)

Expected Move-in Date: _____

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Lot # _____ Address _____

Item	Comments
1. Are the non-owner occupants a single family? (Note: Brazos Harbor is a Single-family community)	
2. Will pets be kept on the property? If so, how many? (Note: Pets are limited to 3, weighing less than 40lbs each and must be on a leash when walking. Clean-up after pet is required)	
3. How many cars/trucks are expected to be parked in driveway? (Note: Parking is only allowed in driveways or designated parking areas)	
4. Who will be responsible for the up keep of the yard? (Note: The CCRs require the yard be maintained)	
5. How long are the occupants expected to reside on the property?	
6. Will the occupants be living in Brazos Harbor full time or part time?	
7. Has a Credit check or Criminal background been accomplished?	
8. Will an RV be placed on the property? Year of RV _____ (Note: Limited to Phase 2 & 3, One RV per lot, <u>ALL RV's over 10 years old must be physically inspected and approved by the ARC prior to placing on the property</u>)	
9. Will a Property Manager be used? If yes provide information. Company Name: _____ Persons Name: _____ Phone Number: _____	

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Lot # _____

ADDITIONAL COMMENTS / INFORMATION:

Board Member approval of the submitted forms _____ Date _____

**ARC approval of RV acceptance _____ Date _____
(if required)**