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January 1, 2023

**REF: 2023 Renters/Non-Resident Form**

Dear Sandy Brae Resident:

Per the 2017 Sandy Brae Covenants, it is time again for property owners with rental properties or properties that have family members living there on a long-term basis to update that information. **It is required every year by the Board.**

Attached is the updated form for you to fill out and return to the HOA. There are some additional items not noted on the form:

- notably that every rental home must have a copy of the 2017 HOA Covenants, and you can download them from our website, [sandybraehoa.com](http://sandybraehoa.com). Too many times violations are committed by renters or fulltime family members out of ignorance of the Covenants not intentionally.
- that commercial trash and recycling pick-up arrangements are mandatory
- that you perform the necessary criminal and credit background checks to help us keep our safe community.
- that arrangements be made for lawn care and outside upkeep of the home

Covenant #22 of the SBHOA Covenants describes all the requirements for rental properties in Sandy Brae. **If you have any questions or comments, please reach out to us by email at [sandybraehoa.lewes.de@gmail.com](mailto:sandybraehoa.lewes.de@gmail.com)**

**We need your Rental/Non-Resident Form information by January 1, 2023, even if you have the same renters as last year.**

We look at renters/fulltime family members as part of our community. They need to be informed via our eblast, newsletters, and Facebook posts just like every other resident. But we cannot make that happen if you do not give us their information for our database. We are not interested in your financial arrangements just their information and your guarantee that you have fulfilled your obligations to the HOA Board.

Also, because this is part of the SHOA Covenants, failure to return this form will results in a fine.

We appreciate your cooperation and thank you,

The SBHOA Board of Directors