



LAKE OF THE PINES ASSOCIATION RULES & REGULATIONS

Real Estate Brokers, Real Estate Agents and Property Managers Operating within Lake of the Pines

Real Estate Brokers, Real Estate Agents (Realtors) and Property Managers shall abide by all conditions set forth in Lake of the Pines Association's Covenants, Conditions and Restrictions, By-Laws, Policies, Environmental Control Committee Standards, Rules and Regulations and any other Governing Documents. Owners are responsible for any liability that the Association incurs as a result of the Owners' Real Estate Broker, Real Estate Agent, Property Manager, and their vendors. Upon obtaining an entry card to Lake of the Pines an agreement must be signed to defend, indemnify, and hold the Association harmless and to assume all risk of liability and agree to waive and release all liability with respect to the Association.

Owners' Real Estate Brokers, Real Estate Agents, agents, and Property Managers, and their vendors are not considered Guests pursuant to Lake of the Pines Association Guest Rules as long as they limit their activities in Lake of Pines to those of Real Estate Broker, Real Estate Agents and Property Managers, and their vendors.

1. Gate Entry Cards
 - a. All persons, other than Residents, licensed to sell real estate or manage property and requesting permission to enter upon Association property for that purpose shall be afforded entry into Lake of the Pines upon presentation of a valid LOP Photo Identification Gate Entry Card issued by the Association in accordance with the Rules and Regulations listed in this document. These entry cards are to be used for real estate business purposes only, and **not** to be used for personal access to the community or use of amenities.
 - b. All current California licensed Real Estate Brokers, Real Estate Agents and Property Managers engaged to perform services for the sale, purchase or rental of homes or lots in Lake of the Pines may obtain a Real Estate Broker, Real Estate Agent or Property Manger entry card upon presentation of:
 - i. Current Department of Real Estate Broker or Realtor license. Real Estate Agents must also provide their Broker of Record name and the Broker's license number. Property Managers must provide evidence that they work for a Property Management Company.
 - ii. Evidence that the business exists.
 - iii. A valid Driver's License or Government issued Identification card.
 - iv. Payment of the annual card fee per the current LOP Fee Schedule.
 - v. A signed agreement with the Association.

- c. Following the issuance of a Real Estate Broker, Real Estate Agent or Property Manager entry card, the individual shall be entered in the computer system, and be given a confidential PIN number so they may sponsor the entry of other persons required to complete real estate transactions (i.e. appraisers, inspectors, etc.).
 - d. All California licensed real estate agents working under the auspices of a Real Estate Broker entry cardholder and doing business in Lake of the Pines shall be called in by the broker and entered into the Public Safety computer system for entry.
 - e. Holders of Real Estate Broker, Real Estate Agent or Property Manager entry cards may sponsor the entry of other persons required to complete real estate transactions (i.e. appraisers, inspectors, etc.) and **must escort** and remain with prospective clients while within the LOP boundaries.
 - f. Holders of Real Estate Broker, Real Estate Agent or Property Manager entry cards shall be responsible for their actions and the actions of their agents and clients sponsored into Lake of the Pines. Violations of the Governing Documents by them, their agents, or their clients may result in the suspension or revocation of their entry and other privileges authorized under this document. Entry cards are not transferable and may be confiscated by Public Safety without reimbursement to the holder or owner, at any time for cause. In addition, fines may be imposed for non-compliance.
 - g. Real Estate Broker, Real Estate Agent or Property Manager entry cards are valid seven days a week from 7:00 a.m. to 9:00 p.m.
 - h. Real Estate Brokers, Real Estate Agents /Property Managers will be responsible for returning to Lake of the Pines Association any identification cards that were issued to them upon leaving his/her employment.
2. **Open Houses** - Realty Brokerage firms Real Estate Agents may hold an “open house” within Lake of the Pines for purposes of presenting a home, provided the Association's Public Safety department is given written notice of the firm’s intention to conduct an open house at least three (3) days in advance of the opening. The firm’s written notice shall set forth the following:
- a. The brokerage being represented.
 - b. Contact name and telephone number.
 - c. Location of the open house.
 - d. Signed permission from the owner whose home is to be open.
 - e. Dates and hours of open house.
 - f. An "open access" call in can be arranged for an open house if the Real Estate Broker, Real Estate Agent (with a valid gate entry card), LOP resident Realtor, or the homeowner informs the gate they are authorizing open access for their open house, with the understanding that they are responsible for all individuals entering the community.
 - g. No open house signs will be allowed to be posted at the entrance of Lake of the Pines nor will open house signs be posted along LOP roadsides.

3. Realtors consummating a sale of real property within Lake of the Pines must furnish the buyer with the appropriate required documents per Civic Code Section 4525.
4. Real Estate Signs:
For the purpose of this section, "Real Estate Signs" include any "For Sale", "For Rent", "For Lease", "Open House", or other signs relating to similar property transactions.
 - a. Real Estate signs must be mounted on a single freestanding stake or post painted the ECC approved brown color. The post can be no more than four feet in height, and must not be placed on any Association easement or common property. Signs adjacent to or facing the lake or golf course are strictly prohibited.
 - b. All real estate signs, including attachments, must be brown with white lettering, and are limited to an 18-inch by 24-inch (18" x 24") area. One clear plastic brochure box of a size adequate to hold a single facing of an 8-1/2" x 11" brochure is allowed if attached to the same post, and below, the real estate sign.
 - c. All real estate signs must be maintained in a neat, professional, and orderly manner.
 - d. All real estate signs must be removed at the close of escrow or immediately upon execution of lease/rental agreement.

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Administrative Change: September 18, 2017 & December 13, 2022