

LAKE OF THE PINES ASSOCIATION RULES & REGULATIONS



Real Estate Brokers, Agents and Property Managers Operating within Lake of the Pines (SR-11)

Real Estate BROKERS/AGENTS (Realtors) 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 brokers, agents, and property managers, and their vendors, in conjunction with obtaining an entry card and must sign an agreement 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, agents, and property managers, and their vendors are not considered Guests pursuant to SR-08 as long as they limit their activities in Lake of Pines to those of real estate brokers, 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 an LOP Photo Identification Gate Entry Card issued by the Association in accordance with the Rules and Regulations listed in this document. Cards will be issued upon positive identification of the individual, verification of the business reason for entry, and payment of the appropriate gate entry fee as listed in the current LOP "Fee Schedule".
 - b. There are three types of Real Estate entry cards.
 - (1) Real Estate Broker Cards - Licensed Real Estate Brokers who employ individuals to work or retain associates for property sales.
 - a. All current California licensed real estate brokers engaged to perform services for the sale or purchase of homes or lots in Lake of the Pines may obtain a Real Estate Broker entry card upon presentation of:
 - i. Current Department of Real Estate (DRE) Broker license.
 - ii. Evidence that the business exists.
 - iii. A valid Driver's License or Government issued Identification card.
 - iv. Payment of the annual card fee.
 - v. A signed agreement with the Association.

- b. Following the issuance of a Real Estate Broker entry card, the individual shall be entered in the computer system, and be given a confidential PIN number.
- c. Renewal of the Real Estate Broker entry card shall require confirmation that the broker's business license is valid and payment of the annual renewal fee.
- 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 entry cards may sponsor the entry of other persons required to complete real estate transactions (i.e. appraisers, inspectors, etc.).
- f. Holders of Real Estate Broker entry cards shall be responsible for their actions and the actions of their agents and their clients within 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. In addition, fines may be imposed for non-compliance.
- g. Real Estate entry cards are valid seven days a week from 7:00 a.m. to 9:00 p.m.

(2) Real Estate Agent Cards - Licensed Real Estate Agents

- a. All real estate agents engaged to perform services for the selling or buying of homes or lots in Lake of the Pines, may obtain a Real Estate Agent entry card upon presentation of:
 - i. A current Department of Real Estate (DRE) license.
 - ii. Their Broker of Record name and the Broker's license number.
 - iii. A valid Driver's License or Government issued Identification Card.
 - iv. Payment of the annual card fee.
 - v. A signed agreement with the Association.
- b. Following the issuance of a Real Estate Agent entry card, the individual shall be entered in the computer system.
- c. Real Estate Agent entry cards shall be for entry purposes only and the **holder must escort and remain with prospective clients while within the LOP boundaries.**
- d. Holders of a Real Estate Agent entry card shall be responsible for their actions and the actions of their clients within Lake of the Pines. Violations may result in the suspension or revocation of the entry card and other privileges authorized under this document. In addition, a fine may be imposed for non-compliance.
- e. Real Estate entry cards are valid seven days a week from 7:00 a.m. to 9:00 p.m.

- (3) Property Management Cards
 - a. All property managers who represent Lake of the Pines property owners may obtain a Property Management Entry card upon presentation of:
 - i. Evidence that the business exists.
 - ii. Evidence that they work for a Property Management Company.
 - iii. A valid Driver's License or Government issued Identification Card.
 - iv. Payment of the annual card fee.
 - v. A signed agreement with the Association.
 - b. Following the issuance of a Property Management entry card, the property manager's name shall be entered into the computer system.
 - c. Property Management entry cards shall be for entry purposes only and the **holder must escort and remain with prospective clients while within the LOP boundaries.**
 - d. Holders of a Property Management entry card shall be responsible for their actions and the actions of their prospective renters while within Lake of the Pines. Violations may result in the suspension or revocation of the entry card and other privileges authorized under this document. In addition, a fine may be imposed for non-compliance.
 - e. Property Management entry cards are valid seven days a week from 7:00 a.m. to 9:00 p.m.
- (4) Real Estate Brokers, Agents, and 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. Realty Brokerage firms 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 (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. Written notification to the Public Safety department is still required.

- 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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