



Mount Baker Rim

Community Club

P.O. Box 5074 - Glacier, WA 98244-5074 - 360-599-2946

P.O. Box 5074 Glacier, Washington 98244-5074
Phone (360) 599-3313

Dear New MBR Member:

Welcome to Mt. Baker Rim Community Club! This letter is to inform you about our Renter (Tenant) Registration Form.

Whenever you let guests or tenants stay at your cabin, you need to fill out the Guest or Renter (Tenant) Registration Form online via your member portal account before the start date of the visit. The form is located under "Create Rental" in your member portal account drop down menu. Please indicate using the toggle switch whether the visitors are friends/guests (non-paying) or renters (paying). This is necessary because MBR is a gated community and your friends/guests or renters must use a gate card in order to access the front gate. If you are renting your MBR home, failure to fill out the form will result in a **fine**. You access the registration form online via your portal account at portal.mtbakerrim.com. If you need help accessing your member portal account, email office@mtbakerrim.com.

Also, if you're renting your cabin, you need to let the MBR office know so we can change your gate cards to "renter" which means no access to the clubhouse. Renters are never allowed to use the clubhouse and other facilities.

Our Bylaws do not allow rentals until after the first year of residence (for new builds, the 1 year clock starts on the date of the county-issued occupancy permit). The section of our Bylaws which deals with rentals and guests staying in a member's home is Article XIV. General Regulations Section 9. The record owner of the home must own the residence in MBR for one year before renting it out on a long-term or short term basis. You will incur **the maximum allowable fine** for renting before the one year restriction is up. Long-term is defined as any period over 90 (ninety) days. This would also include having a non-paying guest stay in a member's home without the member's presence for longer than three months.

Your guests/tenants also need to be aware of the rules and regulations at MBR as the member is ultimately responsible for any violations incurred. We have definite rules about dogs, parking on MBR property and the road, noise restrictions, etc. MBRCC owns the road right-of-way which includes the asphalt and grass shoulders. Parking on the road shoulder is not encouraged as this impairs the caretaker's ability to maintain the shoulder during the snow plowing and lawn mowing seasons.

Please review MBR Bylaws, Covenants (Protective Restrictions), Rules and Regulations, Schedule of Fines, and Minimum Property Standards documents on the MBR Web site, www.mtbakerrim.com/documents.

Sincerely,

Mt. Baker Rim Board of Directors



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Attention MBR Property Manager or Member:

You are receiving this letter because you are a Property Manager representing rental homes or a home owner who rents their home within Mt. Baker Rim Community Club. If you allow pets in your rental property, we would like to remind you to please include in your rental materials the following information about taking care of dogs in the MBR Community.

All dogs must be on-leash anywhere in Mt. Baker Rim. The one exception to the leash law is on the property of the rental home. However, keep in mind that renters are unlikely to know the exact property boundaries of the home they are renting and voice command off property is **not** allowed.

Additionally, **all dogs must be cleaned up after**. And all sealed, bagged poop must be thrown in the trash.

Finally, dogs are not permitted to display aggressive behavior or bark relentlessly (on or off leash) while in Mt. Baker Rim. A dog fight that results in injury or medical bills will be addressed by the MBR Board.

Ultimately, it is the responsibility of the property owner to ensure renters are obeying all rules and regulations in Mt. Baker Rim. Fines for violations related to dogs start at \$100 and go up to \$725 or the current year's dues. Should the dog-owning renter not pay the fine, it will be added to the member account.

Thank you for assisting Mt. Baker Rim in upholding the community rules regarding dogs and making our community a desirable location for both owners and renters.

Respectfully yours,

MBR Board of Directors



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Rental Property Checklist

(approved 1/15/2010; updated 7/1/2021)

Before you rent your home in MBR, please read this carefully.

MBR covenants, bylaws, and rules and regulations apply to owners and their renters. Owners are responsible for their renters' and property manager's actions.

Checklist for Rental Properties

What we need in the MBR office:

- **Renter (Tenant) Registration Form** filled out in full (available in your member portal account at portal.mtbakerrim.com) prior to the start date of the visit.
- **Gate card number(s)** to be used by renters; renter access only cards.
- **Authorization form for property manager** to conduct rental activity for MBR member, if applicable. Available at www.mtbakerrim.com/documents

Renter Registration Form Stipulations:

- Renter (Tenant) Registration Form must be submitted via your or your property manager's portal account prior to the occupancy date of the home. If you have technical issues with your portal account, inform office@mtbakerrim.com promptly and prior to the start of the visit.
- Failure to submit a Renter Registration Form by the occupancy date will result in at least a \$150 fine for the first offence. Refer to the Fine Schedule for up-to-date amounts and fines for repeat violations.
- Failure to submit a **completed** Renter Registration Form by the occupancy date could result in subsequent fines.

MBR Facilities:

- Renters may not use MBR facilities such as the clubhouse, pool, or tennis courts.
- Owners will be fined for renter use of MBR facilities.

Property Managers:

- MBR owner must give the office written authorization if a property manager acts as the rental agent. Property Management Authorization form is available at www.mtbakerrim.com/documents
- All MBR responsibilities remain with the owner.
- The MBR office shall not be involved in facilitating the rental contract between owner/property manager and the renter.
- The MBR owner or property manager, acting as the owner's agent, must instruct the renter/tenant of all MBR responsibilities (covenants, regulations, and bylaws).

RENTER (TENANT) & GUEST REGISTRATION FORM

(Approved 2/6/2013. Updated 7/1/2021)

The renter or guest form is submitted via your member portal account at portal.mtbakerrim.com by the owner or property manager **prior to the earliest date of occupancy** by renters (tenants) or guests. Failure to submit the completed form prior to the occupancy by renters may result in fines levied against the MBR member's account. The form must be completely filled out for all paying renters (tenants). The form must also be completed for non-paying guests when the owner is not present during the visit. Any issues with submitting the form must be reported to office@mtbakerrim.com prior to the start of the visit.

THERE IS A \$25 FEE for each rental occasion. MBRCC members will be billed monthly for this fee. Family and other non-paying guests do not incur the \$25 fee.

Below is a screenshot of the rental form, accessed through the "Create Rental" button from the drop down menu on the left side of your member portal account homepage.

The same form is used for non-paying guests. Simply click the toggle button within the "Create Rental" form to indicate that the form is being submitted for a non-paying guest. This will not incur the \$25 fee.

Below is a screenshot of the rental form accessed via your member portal account:

The screenshot shows a web browser window with the URL portal.mtbakerrim.com/dashboard/member/rental-form. The page header features the Mt Baker Rim logo and a navigation menu. The main content area is titled "Rental Form" and contains the following fields and sections:

- Lot #:** A dropdown menu with the placeholder text "Start typing and select a property from the dropdown".
- Check in:** A date input field with the format "mm/dd/yyyy" and a calendar icon.
- Check out:** A date input field with the format "mm/dd/yyyy" and a calendar icon.
- # of nights:** A text field containing "N/A".
- Non-Paying Family & Friends:** A toggle switch that is currently turned off.
- Guests:** A section with the instruction "Enter 'tba' in ALL Guest fields to complete the form at a later time". It contains two input fields for "First name" and "Last name", each with a red "X" icon indicating a required field. Below the fields is a "+ GUESTS" button.
- Vehicles:** A section with the instruction "Enter 'tba' in ALL Vehicle fields to complete the form at a later time". It contains four input fields for "Make", "Model", "License Plate", and "State/Province", each with a red "X" icon indicating a required field. Below the fields is a "+ VEHICLES" button.
- Fee Total:** A text field containing "N/A".
- SAVE:** A dark blue button at the bottom right of the form.



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PROPERTY MANAGEMENT AUTHORIZATION FORM

This form is to be submitted to Mt. Baker Rim Community Club if your property is rented through a third-party property management business or individual. (Approved 9/19/14)

Member Name _____ Lot # _____

Preferred Means of Communication _____

Property Manager Name _____

Property Manager Phone Number _____

Property Manager E-mail _____

I authorize the Property Manager listed above to manage the rental of the cabin listed above. This may include some or all of the following:

- Managing rental gate cards, reporting lost gate cards, and ordering new gate cards from the MBR office if necessary.
- Submitting a current Renter (Tenant) Registration Form via portal.mtbakerrim.com to the MBR Office **before** a tenant arrives.
- Communication with the MBR Office about gate cards, codes, and local phone number changes.
- Receiving, and potentially paying, hard-copy or e-mail copies of monthly statements from MBR.

I understand that I will be notified of any problems or changes regarding my rental property and/or rental gate cards. I also understand that I am ultimately responsible for any rules and regulations that are broken by the Property Manager and/or any tenants.

I also agree to contact the MBR office if and when there is a change in my current designated Property Management firm.

Member Signature

Date