

## New Visitors Policy Rental rules and fees at PDO

The PDO HOA has been working to improve the process in which homes and casitas are rented within PDO. **If you have any questions regarding the visitor and renter procedures please contact the HOA board. Cathy Tiwald will work with you to help you out in special situations. Just email [unitedpropertyownersofpdo@gmail.com](mailto:unitedpropertyownersofpdo@gmail.com) Attn Cathy**

### VISITOR POLICY:

- All owners having a guest, visitor, or business/worker come to their home must inform the guard before the arrival of the guest/visitor or worker.
- No person will be admitted through the gates without their name on the expected visitor list that the guards have.
- Guards can be notified by contacting Omar Medina Cordero at 686 111 8365 or email Omar at [pdohoapm@gmail.com](mailto:pdohoapm@gmail.com) or by going to the guard house in person and notifying the guards you are expecting someone to arrive. You are also welcome to meet your visitors at the guard gate when they arrive and make sure they get the proper car tag.
- Once the visitor is approved by the owner the visitor will be given a BLUE car pass that is a one day only pass.
- For regular scheduled workers such as gardeners who come weekly the owner may notify the guard house of which days a week the worker comes. The worker will get a Green and white pass for their vehicle
- If an owner has a visitor staying for several days please go to the guard house or contact Omar and fill out a PINK pass that includes your block and lot numbers, your name and the dates they will be staying. Leave the pass with the guard to give to your visitor when they arrive. For visitors staying several days they may use the owners' silicon wristbands for the pool. If you need more than 4 bands the HOA has green guest wristbands. The guest bands can be obtained from Omar Medina Cordero the HOA property manager. Guests may use both pools when accompanied by the owner.
- If an owner has friends that just "stop by for a visit" they will be turned away at the gate. Please advise your friends that want to come visit to call you first or call you when you are at the gate so you can give permission for them to visit. They will then get a blue car pass.
- If an owner is holding an "event/party" you can notify the guards of the day and time of the event. Guests coming to the event can tell the guards they are there for the event and the name of the owner. They will be given a blue car pass. The owner does not have to provide a detailed guest list. If the owner wishes to reserve the upper pool and palapas for an event they first must make a request to the HOA board with the date and time of the event. There is a fee to reserve the upper pool area.
- If the owner is personally renting their property for a short term time (less than 60 days) the renter will get a PINK pass and temporary yellow wristbands to use in the upper pool.
- For long term rentals longer than 60 days: The owner should give the long term renter the hard numbered car tag and silicon pool bands assigned to that property.

### FOR OWNERS THAT USE A PROPERTY MANAGER

PDO has approved a **RESORT FEE** that will be charged to Property Managers that rent homes or casitas in PDO.

The property managers will be responsible for being reimbursed by the renter for the Resort fee. From 1-21 days the fee is a modest \$30 per rental home and covers up to 6 occupants.

This fee will include the resort fee, and 6 yellow RESORT bands and 2 pink car tags

3-6 weeks will be \$60 per rental home. (or if there are more than 6 occupants for any time period).

This fee will include the Resort fee and 8 yellow RESORT bands and 3 pink car tags.

Renters are to wear at all times while in PDO a yellow RESORT wristband with the property owners name and

check out date written on the band.

This is not JUST a pool band. This is a RESORT band and Renters will wear their wristband to the pool area, while driving their ORV's or walking about the campo.

Property managers are encouraged to purchase a Resort Rental package in advance. (\$30 package or \$60 package).

These can be purchased from Omar Medina Cordero 686-111-8365 or email Omar at [pdohoapm@gmail.com](mailto:pdohoapm@gmail.com)

Purchases may be made in USD or Pesos

Property Managers can purchase up to 10 packages per month at one time in advance. If there are more than 10 rentals in that month, more packages in amounts up to 10 at a time may be purchased.

Unused packages may be used in the next month.

The HOA treasurer will send an invoice to the property manager for resort fee purchases.

Property managers will send a monthly rental accounting report to Cathy Tiwald at [unitedpropertyownersofpdo@gmail.com](mailto:unitedpropertyownersofpdo@gmail.com).

The rental accounting report is to be sent at the first of the month and account for the previous months rentals  
The rental accounting should show the names of all renters, the dates of check in and check out, the property rented (block and lot and owners name)

This record will be compared to the Renter's log at the guard house.

This record will be compared to the Resort fee purchase records to account for all Resort fee purchases.

Check In procedure:

Property managers are to notify the guard gate of pending rentals. This can be done directly by calling the guards ( 686-577-3161) or emailing the HOA at [unitedpropertyownersofpdo@gmail.com](mailto:unitedpropertyownersofpdo@gmail.com). This notification is requested 24 hours in advance if possible. We realize there are last minute rentals and please notify the guards asap. Property managers are to meet the renter at the gate and escort the renter to the property upon arrival. Property Managers will provide the renter with a PINK Renter Car tag and have it filled out. PM on the tag is PROPERTY MANAGER and thus YOUR name.

Property managers are to date the Resort wristbands with the check out date and the **property owner's name**. Property managers are to provide all renters with a list of the Renters rules.

Renters will sign the Renters log at the Guard house stating they received the Renters rules.

Thank you  
cathy Tiwald HOA secretary