

**CRITERIA FOR OCCUPANCY AND LEASING OF HOME**  
**GLEN EDEN ON THE LAKES**  
**February 2026**

Glen Eden was designed to provide a quality lifestyle in a safe and secure environment within a gated community. Each resident is provided with a gate code for guests and/or service people to access the community along with a gate tag for their car that permits homeowners to enter the community. Below are rules that must be followed when leasing or allowing guests to occupy your home when you are not present. The necessary forms can be found on the website.

**Leasing:**

To lease their property, the owner must complete a lease application as found on the website. This application must be received by the management company at least 30 days prior to the first day of occupancy. Once the application is received, the management company will conduct a national criminal and other records check of all adult occupants of the property. The records check will be paid for by the owner or applicant at a cost of \$50 per adult resident. Additionally, the application fee of \$150 must be received. The board may require other information and/or a personal interview with any adult occupant of the property. After the management company has processed the application and completed the background check, the board will receive the information and initiate the approval process. Owners who employ real estate agents to find tenants must be sure that those agents are fully aware of all of Glen Eden's regulations. No residence may be leased more than twice in any calendar year with a minimum term being 30 calendar days. No lease may be longer than a period of one year. Guests of lessees, whether related or unrelated to the tenant, may not stay longer than 15 days in any calendar year and only so long as the tenant is occupying the residence. All guests must register with the Association or its manager. For more information on leasing a property, owners are urged to review Section 10: Leasing of Parcels in the documents of Glen Eden.

**Occupancy in Absence of Owner:**

When the owner and his family are absent, the owner may permit his residence to be occupied by his guests according to the rules laid out in the documents.

A relative (parent, child, adult grandchild or sibling of the residence owner) the relative's spouse or partner and their children may occupy the residence when the owner is not present for a period not to exceed 21 days. This will be limited to no more than six times in any one calendar year with a maximum number of days combined of not more than 126 days. Notification must be provided to the Association on a form (available on the website) and received by the management company at least 10 days in advance of the proposed occupancy.

Non-related houseguests, present on the property in the absence of the owner, are limited to visits not to exceed one week with a maximum of four persons. This can occur no more than two times in each calendar year. Notification must be provided to the Association on a form (available on the website) and received by the management company at least 10 days prior to the proposed occupancy. For more information on this matter, owners are urged to review Section 7.2: Occupancy in Absence of Owner documents of Glen Eden.

**Occupancy When Owner is Present:**

There is no restriction on the number of guests, whether related or unrelated to the owner, who may occupy the residence together with the residence owner, so long as the total number within the residence does not exceed two times the number of bedrooms plus two. In a three-bedroom house, for example,

the total number of residents cannot exceed eight at any one time. Neither the board nor management company need to be notified for this type of occupancy. For more information on this matter, owners are urged to review Section 7.3: Occupancy When the Owner is Present of the documents of Glen Eden.