

# Good Neighbor Guidelines

## for Park Township Vacation Rental Hosts

To keep alive the long-standing tradition of vacation rentals in Park Township, as a vacation rental host and/or owner of property in Park Township that has been grandfathered in, I agree to the guidelines listed below. I will:

### Security

- Hold Park Township and its officers, employees, and agents harmless from any and all claims related to the operation of the vacation rental.
- Carry an insurance policy that explicitly covers short-term rental use, since a standard mortgage policy is not adequate.
- Install and use at least one security camera on the exterior of the property, and fully disclose it in my listing. I will check the camera when excess notifications are received during a stay so that I am not relying on neighbors to notify me of any problems.

*Notes: Cameras should provide real time notifications, be remotely viewable, and should **not** be set to record sound. Arlo is one brand that offers this relatively inexpensively. Generally cameras should cover the front door, back door, and driveway. They must be fully disclosed in the listing, generally at least under a safety section, including that they record and are remotely viewable.*

- Unless the property is located close to a fire station, install and use at least one outdoor decibel monitor on the property in the area where guests are most likely to gather, and to fully disclose it in my listing.

*Notes: Minut and NoiseAware offer outdoor decibel monitors. The monitors must be fully disclosed in the listing, generally at least under a Safety section. It's a good idea to also directly label the devices with what they are (for example, "Minute decibel monitor") as well so that guests don't mistake them for something else and can more easily look up information about them.*

### Neighbor Relations

- Maintain membership in good standing with Park Township Neighbors.
- Introduce myself to my 4 surrounding neighbors and provide my phone number to them. Obtain their phone numbers in return if possible, and whitelist their numbers in my phone so that they can reach me at any time of the day or night. I will provide the [neighbors@parktownshipneighbors.com](mailto:neighbors@parktownshipneighbors.com) email as well, in case they don't feel comfortable contacting me for any reason or are unsatisfied with my response.

- Check in with my neighbors occasionally to see how things are going with them, and to just be neighborly. When possible, interact with them like I would if they lived next door to me.
- Make sure guests understand they cannot use the neighbors' docks, ponds, or other attractive amenities, if they have them.
- Prohibit 1-night rentals.
- Prohibit party buses or trolleys from dropping off or picking up guests.
- Have a local agent available who can respond 24 hours a day regarding a potential issue at the vacation rental. (By phone within 15 minutes and on site as needed within 30 minutes after being contacted.)
- If something does go wrong, do my best to make amends with my neighbors and explain the steps I am taking to prevent it from happening again.

## **Safety**

- Maintain my vacation rental in compliance with Park Township ordinances, including clearly posting its address numbers in a location visible from the street.
- Limit guest occupancy to a maximum of 2 people (excluding children ages 2 and under) per legal bedroom listed in the Assessor's records. Limit daytime visitors to either 100% of that maximum guest occupancy or 10, whichever is less. Daytime visitors will be required to leave the property by 10pm.
- Provide at least one fire extinguisher, carbon monoxide detector, and smoke detector per level, and provide at least one smoke detector per bedroom. Check that they are working properly at least once a year and that they have not expired.
- Prohibit outdoor smoking if my house is located in a wooded area.
- At all times, prohibit fireworks of any kind anywhere on the property, street, or area.
- Make sure my fire pit, if I have one and it is allowed in my neighborhood, is located at least 15 feet from any lot lines that border a neighboring house, and that it also complies with Park Township's ordinances on recreational fires, including providing a nearby source of water. I will make sure guests understand the fire pit must be attended at all times when in use, and not used when winds are greater than 10mph.

- If I am in an area with poor or intermittent cell phone coverage for the major carriers, provide a landline for guest use.
- If pets are allowed, require that they be leashed or in a carrier and supervised at all times when outdoors.
- Provide guests with the “Good Neighbor Guidelines for Guests” brochure. The brochure includes: the address and cross streets of the vacation rental, contact information for emergency services, my 24-hour contact information, the guest and daytime occupancy limits for the property, parking restrictions, quiet hours, the location of Holland Hospital, water safety information (including an explanation of red flags, rip currents, and the dangers of ice shelves), a notice that fireworks are not allowed, and smoking restrictions.

## Noise

- Enforce quiet hours from 10pm to 8am. This means making sure that noise does not exceed 60 decibels (the volume of normal conversation per the CDC) at the property line during quiet hours.
- Prohibit parties and disruptive gatherings.
- For properties with water access, prohibit amplified music on the beach and on any decks or docks.
- For properties with pools, prohibit music louder than 60 decibels near the pool, and prohibit music for extended periods at any time.
- If pets are allowed, require that they not be left alone for extended periods and that they not be allowed to make noise for extended periods.

## Parking

- Prohibit street parking for guests.
- Limit guest parking to one driveway parking space per bedroom. Parking spaces will be located on-site where feasible, either in a garage and/or on an improved surface, such as a driveway or parking pad, and shall not obstruct sight lines of vehicles entering or leaving the driveway of adjacent properties or the rental property itself. If off-site parking is needed due to the limitations of some areas in Park Township, I will have proof of approved guest access to the off-site spaces and provide guests with any required parking passes.
- Provide clear signage if there is any confusion about: where guests should park, how to access the property, or where a neighbor's property begins.

## Trash

- Store trash bins out of public view, except on collection days. Collection will occur at least once weekly. Trash bins will have tight-fitting lids and be of adequate amount and size for the amount of trash generated by guests.
- If pets are allowed, provide a designated area on my property for pet pottying, and require that all waste be picked up and disposed of in a closed receptacle on the property.

Owner's Printed Name & Signature: \_\_\_\_\_  
\_\_\_\_\_

Owner's Primary Residence Address: \_\_\_\_\_  
\_\_\_\_\_

Vacation Rental Address: \_\_\_\_\_  
\_\_\_\_\_

24-hour Contact Name: \_\_\_\_\_

24-hour Contact Phone Number: \_\_\_\_\_

Host's Name & Signature, if different: \_\_\_\_\_  
\_\_\_\_\_