

Renting of Condo Units: Owner's Best Practices Guide of the Mahogany Run Condominium Association

Adopted by the Board of Directors on November 10, 2022

I. Overview

A. Purpose

The purpose of the Owner's Best Practices Guide ("OBP") is to provide guidance to owners who choose to rent their condominium units. The goal of the guide is to share best practices with owners and to assist their guests regarding 1) directions to the owner's unit; 2) designated parking; 3) MRCA rules and regulations; 4) on and off-island contact information; 5) trash removal; 6) contractor service access and hours; 7) adequacy of insurance; 8) short-term rental licensing requirements of the USVI and 9) due diligence regarding guests and rental bookings.

This guide offers suggestions to owners and is not a part of MRCA rules and regulations.

B. Scope

This guide is intended to be relevant to all non-resident overnight guests when the owner is not present.

II. Owner's Best Practices

A. Directions

Owners should use Google maps GPS coordinates and be certain that guests have the actual unit number (building number and level) rather than just the villa name so their destination is clearly identified. Security is not familiar with villa names and it is not Security's responsibility to direct or escort guests to your condominium unit.

B. Parking and Parking Passes

Owners should provide specific guidance to guests about where they should park. Community parking is limited. If there is a reserved spot for your unit, guests should park in that space. If guests do not park in the owner's designated parking space, they are effectively using an additional parking space which is then no longer available to other residents and guests. Guests who park their vehicles on the side of the road should be advised not to park in another unit's designated parking space nor to park such that they block access to the building's carport. Owners must notify the MRCA Office of scheduled guests in advance of arrival, so that a guest vehicle pass ("Pass") is issued to the guest at the gate. The Pass must be displayed on the dashboard at all times when the guest's vehicle is on premises.

C. MRCA Rules and Regulations

Owners should provide guests with a copy of the [Guest Welcome Letter](#) prior to their arrival, as well as provide a copy in the unit. The Guest Welcome Letter is a summary of the MRCA rules Guests need to be aware of and abide by as well as practical community information

D. Contact Information

Short Term Rental Owners must provide to the MRCA Office the name and contact information for an on-island representative who will be available to respond to calls and requests from their guests but also calls from the MRCA Office or Security in the event of an emergency or a problem with the guests. The individual should be available to respond to calls outside of regular working hours and on weekends. If an owner or their on-island representative is notified of an issue, they should immediately contact their guests and remedy the issue before Security must respond. Owners should also provide neighbors with their contact information as well.

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E. Trash Removal

Owners should remind housekeepers and guests that MRCA trash bins are not serviced daily. If trash bins are full, trash bags are not to be placed on top of the bins or on the ground. This may be a particular issue when housekeepers are cleaning a unit between guests and there is more than the customary amount of trash. Excess trash can be taken to the Mandahl Convenience Center to the east of the MRCA entrance. Owners should advise guests to remove trash regularly, rather than allowing it to accumulate.

F. Housekeeping, Other Service and Maintenance Personnel

Cleaning and maintenance of the units should be done during regular working hours and, to the extent possible, not on Sunday. Service personnel should be considerate of the residents in neighboring units and keep noise to a minimum. Any hammering, drilling or construction activity, other than an emergency repair, is to be limited to the hours posted for contractors in MRCA policies. Monday-Friday 8:00am-4:30pm and Saturday 9:00am-3:00pm. No work is to be done on Sundays or major holidays.

G. Insurance

MRCA's insurance does not cover individual unit interior improvements, unit contents, or an owner's individual liability. It is recommended that all owners secure a policy for their personal coverage. Owners that are renting their units should advise their insurer they are doing so to ensure they have appropriate liability coverage if a guest is hurt and files a claim against the owner personally. The Association may seek contribution and/or indemnity from individual unit owners if the Association is named in a suit in connection with claims arising from rental usage.

H. Short-term Rental License

The VI government requires an owner engaging in short-term rentals to secure a business license annually regardless of whether a licensed management company or Realtor is engaged to manage the property and rental activity. Owners are required to collect and remit the hotel tax to the VI Bureau of Internal Revenue. While Airbnb has an agreement to pay that tax directly to the VI government, VRBO does not.

I. Vacation and Rental Booking Procedures

Owners should communicate with their prospective rental guests and do appropriate due diligence prior to accepting a booking. On-line instant bookings that do not allow for a vetting of the renter by the owner are not recommended. Guests should be aware of the of the Mahogany Run residential community environment and the restrictions of two persons per bedroom.