

**If you are an absent homeowner, or if you are a tenant, please comply and provide the required information to the property manager**

**Notice to All Buena Vista Woods HOA Members - Off-Site Owners and Tenants in Emerald Forest and Diamond Cove Must Register**

According to the Declaration of Covenants and Restrictions in your HOA:

*No Owner may lease or rent a residence or Improvement of any nature on any Lot unless such lease is for a minimum term of twelve (12) months. When a residence or Improvement on a Lot is occupied by a lessee, or any other person in the Owner's absence, the Owner shall immediately inform the Association in writing of the names of all such occupants, the dates of their occupancy, a telephone number at which the occupants can be reached, and the address and telephone number at which the Owner can be reached.*

Most importantly the owner must provide his address and telephone number to receive certified mail. This is a mandatory registration and will be enforced with legal action for failure to comply.

**Off-site Owners or Tenants residing in a home please fill out the form below** and fax or send it to the management company at the address on this form along with a copy of the lease.

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Mailing Address for receiving certified mail (not the tenant's address):

\_\_\_\_\_

Owner's Phone Numbers: \_\_\_\_\_

Tenant's Names: \_\_\_\_\_

Tenant's Phone Number: \_\_\_\_\_

Lease agreement from: \_\_\_\_\_ to \_\_\_\_\_

Please mail to: Cheryl Altemose, Property Manager  
Community Management Professionals  
5401 S. Kirkman Rd., Suite 450  
Orlando, FL 32819 Telephone: 407-903-9969 ext. 122  
Fax to: 407-903-9234  
Email to: [Cheryl@community-mgmt.com](mailto:Cheryl@community-mgmt.com)