



**Property Owners Association**

12 April 2022

## **Vacation Rental by Owner Program**

Greetings Treetop Village Owners,

The purpose of the Vacation Rental by Owner (VRO) program is to offer owners the opportunity for recovering some or all of their annual assessments when they are not using their property.

Placing your timeshare week in the Association's VRO program means your property will be offered through Vrbo, Airbnb, HomeAway, Expedia, and our Association's website (treetopvillage.net). Our Treetop website is promoted through Google and TripAdvisor, the two largest promoters of vacation rental properties in the world.

To see how the VRO program is presented, go to TreetopVillage.net. Click the Vacation Rental tab at the top, then click the red "Rent a Villa" red button. There you will find all available properties. You will also find the "Rent a Villa" red button on the homepage of the website.

### **How to Rent your property in the Vacation Rental by Owner Program**

Timeshare owners are invited to list their property in the Association's Vacation Rental by Owners program under the following terms and conditions:

1. The owner's property for rent will be promoted on and booked through Vrbo, Airbnb, HomeAway and Expedia. These booking engines capture and process direct online reservations including credit card payments. Owner property rentals will also be promoted through our Treetop Village website (treetopvillage.net) which is promoted through Google, TripAdvisor, plus print and digital advertising from time to time.

Treetop Village POA  
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(573) 365-2232 • office@treetopvillage.net  
www.TreetopVillage.net

2. The owner need not be current on all assessments, fees, fines, or any other charges on the account of the property to be placed in the VRO.
3. Nightly rental fees and terms for timeshare units in the Association's VRO must stay consistent due to market consistency and software programming restrictions with the multiple units and multiple booking engines being used. Therefore, in all cases, timeshare rental prices will be set by the Association. Three-bedroom units will command a higher nightly fee than two-bedroom units and off-season rates will be less than high-season rates.
4. The Association will handle all renter correspondence, booking and collecting of rental income. The owner has no responsibility in renting process.
5. The owner will sign an agreement with the Association and pay an up-front non-refundable fee of \$25 for each property placed in the VRO program. The \$25 fee offsets administrative costs for listing the property. Email confirmation by the owner will serve as the owner's signed agreement.
6. The owner will pay the Association a commission of twenty percent (20%) of gross rental income generated through the VRO. The commission offsets the cost of marketing, media and booking engine costs supporting the VRO.
7. Rental income will be distributed as follows:
  - a. First, the 20% commission is paid to the Association.
  - b. After the commission is paid, all remaining income will be applied to the owner's account for the property that was rented.
  - c. If there is no balance due on the account of the property rented, income will be applied to any other account(s) of any other Treetop Village property titled to the owner, if there is a balance due on another property.
  - d. After payment for a rental has been received by the Treetop Village office, the owner will be notified by statement of the rental dates, rental income, commissions paid, and amount of money credited to the owner's account(s).
  - e. If the rental created a credit on the owner's account, the owner may let the credit offset future property assessments or request a check for the credit. In all cases, the owner must initiate the request for a check for credit, if a check is desired.

8. Once placed in the VRO program, the owner may not remove the week from the VRO program if the week has been rented or if the owner's account for the property is not current. The owner may remove the week from the VRO at any time if the week has not been rented and if the account is current. If the week is removed from the VRO the \$25 up-front administrative fee will not be refunded since the purpose of this fee was to pay for administrative time to place the rental in the VRO program
9. When a unit is placed in the VRO program, the owner is not responsible for damage, fines or additional fees created by the renting party. The Association will either have insurance through the renting portals (Vrbo, Airbnb, etc.) or require a security deposit from the renter that will be used to recover any damages, fines, or additional fees.
10. Placing a timeshare week in the VRO does not guarantee the week will be rented in whole or part. The owner remains responsible for all assessments, late payment fees, penalties, fines or any other charges or fees against the property that would normally be the responsibility of the owner.

To submit your week to the VRO program, go to the Association's website (treetopvillage.net), click the Owner's Portal tab, sign in, then go to "Association Documents." You will find a box labeled "For Rent and For Sale by Owner Programs" on the right side of the page. In that box, click the "For Rent by Owner" link.

The Association's office staff is available during normal office hour to provide administrative assistance to the owner for the VRO process. Contact our staff at:

Treetop Village POA Office  
20 Tree Top Dr., Four Seasons, MO 65049  
573-365-2232  
[office@treetopvillage.net](mailto:office@treetopvillage.net)

Good luck on renting!



Bob Avery  
Treetop Village POA Board President