

5. Discuss, consider, and take appropriate action to approve Special Use Permit Application for: (E. Zimmer, City Manager)
 - a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Casa Blanca Quadruplex LLC.
 - b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.
 - c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.
 - d. Short Term Rental Special Use Permit for 708 Cactus St Owners of Record are Ruben & Paige Losoya.

- a. Short Term Rental Special Use Permit for 406 & 408 Phelps St and 702 & 704 E Ave B. Owner of record is Casa Blanca Quadruplex LLC.

To Cynthia Salas, City Secretary

Subject: Special Use Permit Application for Casa Blanca Quadruplex LLC

Date: May 7, 2021

We live at 709 East Lockhart Ave which is on the southeast corner of the block where Casa Blanca is located. We have only one objection. There is only one trash bin for the whole block which is located in the alley behind our home. I do not know why the trash bin was removed from the alley on the west side of the block by Casa Blanca but just one bin is not enough especially for a multi-unit property.

Jim and Deb Younghaus

A handwritten signature in cursive script, appearing to read "Jim Younghaus". The ink is dark and the signature is fluid, with the first and last names being more prominent than the middle name.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 702 & 704 AVE B Property Owner Kiowa Sibley Phone (572) 653-1201
Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Inspected by: DAVID HALE TCFA INSPECTOR Approved ☒
Requires re-inspection _____

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light Fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☒ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to detective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to detective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

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CASA BLANCA

March 23, 2021

City of Alpine

100 North 13th Street

Alpine, TX 79830

Dear City of Alpine,

I am submitting this letter as part of the Short-Term Rental Special Use Permit Application established by Ordinance 2021-01-01 and Resolution 2021-02-11.

My Short Term Rental is a four unit apartment complex called Casa Blanca located at the intersection of Phelps Street and East Avenue B. I currently rent three of the four apartments to visitors through Airbnb.

I began operating one apartment at my property as a short term rental through Airbnb in 2015. The unit performed very well so I decided to add two more apartment units (at the same property) to my listings. The property is perfectly designed for short term rental use because each apartment is 1BR/1BA and roughly 500 square feet with a private yard. Each unit has space for covered parking that is off the alley and out of site from the street.

I have been very happy with the quality of the guests who book my apartments through Airbnb and have found that the units are taken much better care of when rented short term rather than long term. In fact, I have only received one noise complaint during the six years that I have hosted on Airbnb which actually came from an Airbnb guest who was kept awake from the noise of one of my long term tenants at the time. This, coupled with the substantial damage that long-term tenants have done to my properties in the past, are the main reasons I converted the other two apartment units into short term rentals. I utilize the fourth apartment as my office.

I continuously invest much of the additional income I receive through these rentals into improving the property and maintaining the yard. Prior to my ownership of the property, many of the units sat vacant and the yard was not tended to. I have added fencing and gates as well as new gardens of antique roses and native plants. Additionally, my neighbors have been supportive of the rentals. Two neighbors regularly book the rentals to house their friends and family who come into town to visit.

I hope you will consider my application favorably.

Sincerely yours,



Kiowa Sibley-Cutforth

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

☒ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable. *Special Payment Option*

Method of Payment: RESOLUTION 2021-02-11

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

City of Alpine, Texas**Short-Term Rental Special Use Permit (STR-SUP) Application**

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☐ Single Unit Non-Owner-Occupied ☒ Multi-Unit Non-Owner OccupiedExisting/New Structure: ☒ Existing Structure ☐ New Construction**PART 1. PROPERTY INFORMATION**Street address of property 704/702 E. Avenue B | 406/408 N. Phelps St.
Alpine, TX 79830Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)
Lot 9 + 10 Block 67 Addition Hancock "B"

Square footage of property 2,000 Number of Bedrooms & Units 5 bedrooms / 4 units Size of property lot

Present zoning district R-1 Proposed use of the property
Short-Term RentalZoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR**PART 2. PROPERTY OWNER INFORMATION**

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Casa Blanca Quadplex, LLC

Mailing address of property owner (cannot be P.O. Box)

309 N. 6th St.

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

512-653-1201

Email address of property owner

Ksibleycutforth@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Kiowa Sibley-Cutforth

Designated operator's physical address (must be located within 30 minutes of STR property)

309 N. 6th St. Alpine

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

512-653-1201

Email address of designated operator

Ksibleycutforth@gmail.com

PART 4. SUPPORTING DOCUMENTS**Please complete and submit the following attached documents with application**

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☐ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☐ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☐ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

- ☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- ☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.
- ☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- ☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Kiowa Sibley-Cutforth Kiowa Sibley-Cutforth
 Print Property Owners Name Property Owners Signature

The State Of _____
 County Of _____

Before Me _____ on this day personally appeared _____
 (Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

 Notary in And for State of Texas

 Print Property Owners Name Property Owners Signature

The State Of _____
 County Of _____

Before Me _____ on this day personally appeared _____
 (Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

 Notary in And for State of Texas

Office Use Only

Received Date: 3-1-2021

By: [Signature]



SHORT TERM RENTAL REGISTRATION

• New Registration or Change of Information?

- ☒ New Registration
☐ Change of Information

SECTION I: PROPERTY INFORMATION

• PROPERTY NAME

Casa Blanca

• STREET ADDRESS

702/704 E Avenue B and 406/408 N Phelps Street Alpine, TX 79830

Address, City, State, Zip

LEGAL DESCRIPTION

Lots Nine (9) and Ten (10), Block Sixty-seven (67), Hancock Addition 'B'

Addition, Block, Lot

• TOTAL NUMBER OF RENTAL UNITS

4

Number of separate rental units in building (capacity for multiple stays simultaneously)

SECTION II: OWNER INFORMATION

A. INDIVIDUAL OWNERSHIP

Please fill out this section if you own and operate the Short Term Rental (STR) individually and not through an officially established business. If you operate this STR through an established business, skip to section B. You are **REQUIRED** to fill out either Section A or Section B.

OWNER FIRST NAME

OWNER LAST NAME

PHONE

Ex. (123) 456-7890

MAILING ADDRESS

EMAIL

Address, City, State, Zip

B. CORPORATE OWNERSHIP

OWNERSHIP FORM

Other (Please Explain)

☐ Partnership

☐ Corporation

☒ LLC

☐ Other (Please Explain)

If you selected "other" under Ownership Form, please explain here.

BUSINESS NAME

Casa Blanca Quadruplex LLC

CONTACT FIRST NAME

CONTACT LAST NAME

PHONE

Kiowa

Sibley-Cutforth

5126531201

This is generally the business owner or manager

MAILING ADDRESS

EMAIL

309 N 6th Street Alpine, TX 79830

ksibleycutforth@gmail.com

Address, City, State, Zip

SECTION III: PROPERTY MANAGER

Fill out this section if you have a Property Manager who is different than the Owner

PROPERTY MANAGER FIRST NAME

PROPERTY MANAGER LAST NAME

PHONE

Ex. (123) 456-7890

MAILING ADDRESS

EMAIL

Address, City, State, Zip

TERMS OF ACCEPTANCE & SIGNATURE

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

* ELECTRONIC SIGNATURE

* Date

Kiowa Sibley Cutforth

03/01/2021

Please type your first and last name

Format: MM/DD/YYYY

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ New ☐ Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 702/704 E Ave B and 406/408 N. Phelps St.

Property Owner Name: Casa Blanca Quadplex, LLC Alpine, TX 79830

Local Representative:

Name: Kiowa Sibley-Cutforth Telephone: (512) 653-1201

Physical Address: 309 N. 6th St. Alpine, TX 79830 Email: ksibleycutforth@gmail.com

Mailing Address:

Same as physical address

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: _____ Date: _____

Property Owner's Signature: Kiowa Sibley-Cutforth Date: 3/1/21

REDACTED DL

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

702/704 E. Ave B. And 406/408 N. Phelps St. Alpine, TX 79830
(Property Address)

Anna Sibley-Cutright
(STR Owners Signature)

Date: 3/1/21

CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE

☒ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.


Property Owner's Signature

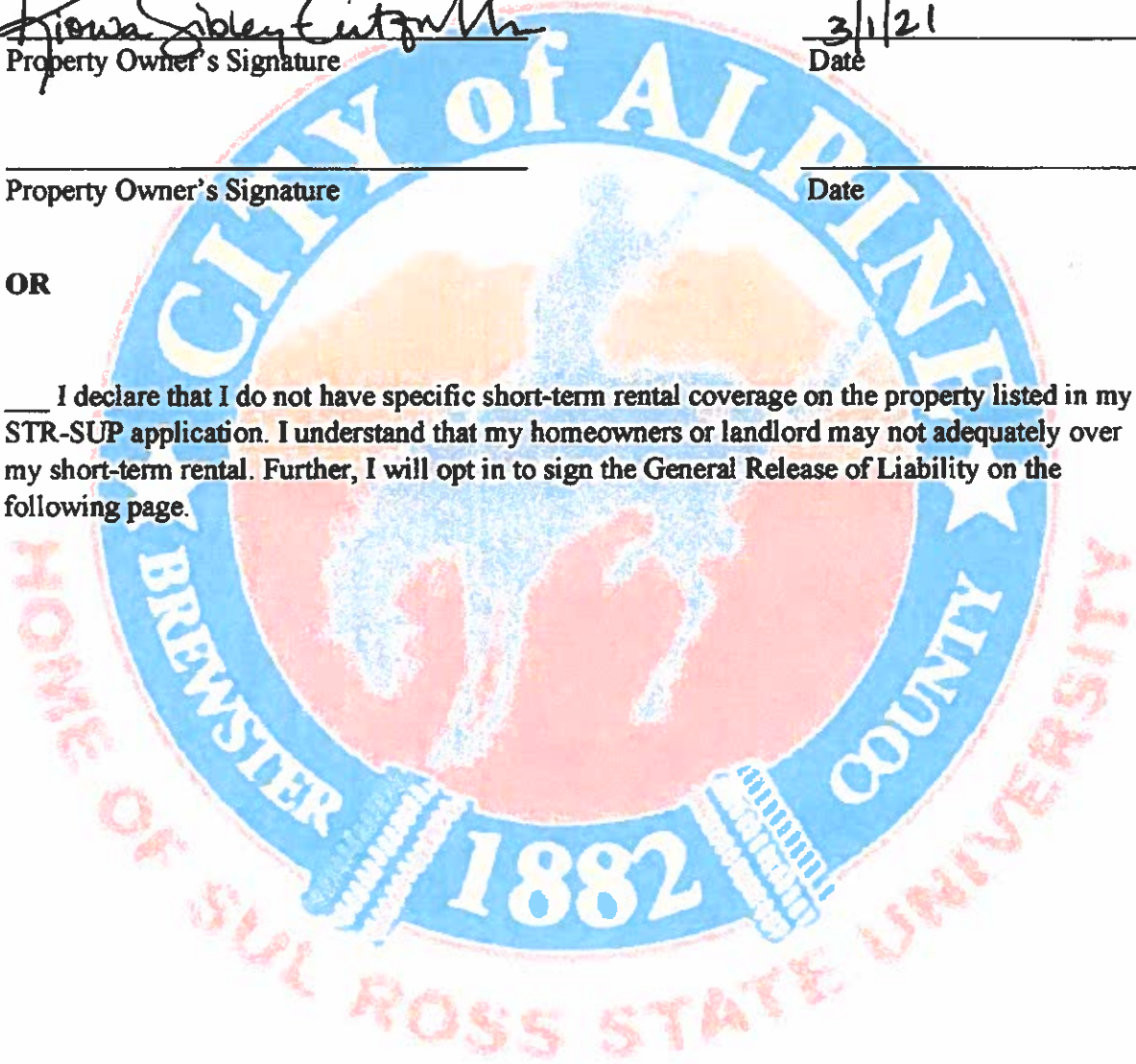
3/1/21
Date

Property Owner's Signature

Date

OR

____ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



PROGRAM MANAGER
SEACOAST BROKERS OF TEXAS LLC
PO BOX 7378
HILTON HEAD ISLAND SC 29938

Dwelling Three® WITH Wind

CERTIFICATE DECLARATIONS
Renewal Policy No NF033TX0200218
Endt No 00 Yr 21
Policy Period
03/20/2021 to 03/20/2022


COMPANY
NATIONAL FIRE & MARINE INS CO
1314 DOUGLAS STREET, STE 1400
OMAHA NE 68102

AGENT BETHANY BROOKOVER
PHONE (381) 729-5414

(12:01 AM Standard Time) at Residence Premises

CONTRACT/UMR

NF010121

AGENCY NAME AND ADDRESS:		NAMED INSURED AND MAILING ADDRESS	
GSM INSURORS PO BOX 1478 ROCKPORT TX 78381		CASA BLANCA QUADRUPLEX LLC 309 N 6TH ST ALPINE TX 79830	
RESIDENCE PREMISES		SECTION I COVERAGES	
LOCATION OF RISK 406 & 408 Phelps		LIMIT OF LIABILITY	
COMPLEX NAME (if applicable)		COVERAGE A - DWELLING 150,000	
UNIT 406&408		COVERAGE C - PERSONAL PROPERTY 8,000	
CITY/ STATE/ ZIP Alpine TX 79830		COVERAGE D - LOSS OF USE / RENTS 8,000	
COUNTY Brewster		COVERAGE B - OTHER STRUCTURES 8,000	
MORTGAGEE INFORMATION		SECTION II COVERAGES	
LOAN NO	PAYOR: Insured	COVERAGE L - PERSONAL LIABILITY 1,000,000	
		COVERAGE M - MEDICAL PAYMENTS 5,000	
		DEDUCTIBLE(S) PER OCCURRENCE	
2nd MORTGAGEE INFORMATION		ALL OTHER PERILS \$2,500	
LOAN NO		WATER DAMAGE \$2,500	
		WINDSTORM & HAIL 3,000	
NAMED INSURED:		PREMIUM	
ADDITIONAL INSURED:		COVERAGE A - DWELLING 501.58	
		COVERAGE C - PERSONAL PROPERTY 20.06	
		OPTIONAL COVERAGES (if any) 658.72	
		SUB TOTAL 1,180.36	
		POLICY FEE 125.00	
		OTHER FEE 0.00	
FORMS AND ENDORSEMENTS MADE PART OF THIS POLICY AT TIME OF ISSUE		TAXABLE TOTAL 1,305.36	
NFPJ0119, SED420, DP00031202, NFD0119, LMMILDDPDL0117, AOSDP0719, DL24011202, RTODPDL0113, PPRCDP0719, WORDP0211, WSDP0211, WH0915, ALDL0716, DP04631202 [\$0], DP04951202 [\$30,000].		SURPLUS LINES TAX 0.0485 63.31	
		STAMPING TAX 0.00075 0.98	
		0.00	
UPON POLICY EXPIRATION, A 100% EARNED PREMIUM WILL APPLY. NO FLAT CANCELLATIONS.		TOTAL PREMIUM	
IN THE EVENT OF CANCELLATION THE POLICY FEE WILL BE FULLY EARNED.		PAID \$ 1,389.66	
<p>This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of 4.85 percent tax on gross premium</p>			
Signed By 		File Printed On 02/05/2021	
Correspondent: Brian Hover		Processing Date 02/05/2021	
Surplus Lines Broker: Brenda Arellano DeLeon			
1400 S Benton St, Big Spring, TX 79720			
Service of Suit Nominee: Counsel, Legal Department, National Fire & Marine Insurance Company, 1314 Douglas Street, Ste. 1400, Omaha, NE 68102			

PROGRAM MANAGER
SEACOAST BROKERS OF TEXAS LLC
PO BOX 7378
HILTON HEAD ISLAND SC 29938

Dwelling Three® WITH Wind

CERTIFICATE DECLARATIONS
Renewal Policy No NF033TX0200217
Endt No 00 Yr 21
Policy Period
03/20/2021 to 03/20/2022

COMPANY
NATIONAL FIRE & MARINE INS CO
1314 DOUGLAS STREET, STE 1400
OMAHA NE 68102

AGENT BETHANY BROOKOVER
PHONE (361) 729-5414

(12:01 AM Standard Time) at Residence Premises

CONTRACT/UMR

NF010121

AGENCY NAME AND ADDRESS:		NAMED INSURED AND MAILING ADDRESS	
GSM INSURORS PO BOX 1478 ROCKPORT TX 78381		CASA BLANCA QUADRUPLEX LLC 309 N 8TH ST ALPINE TX 79830	
RESIDENCE PREMISES		SECTION I COVERAGES	
LOCATION OF RISK	702 & 704 Ave B	COVERAGE A - DWELLING	235,000
COMPLEX NAME (if applicable)		COVERAGE C - PERSONAL PROPERTY	12,000
UNIT	702 & 704	COVERAGE D - LOSS OF USE / RENTS	12,000
CITY/ STATE/ ZIP	Alpine TX 79830	COVERAGE B - OTHER STRUCTURES	12,000
COUNTY	Brewster		
MORTGAGEE INFORMATION		SECTION II COVERAGES	
LOAN NO	PAYOR: Insured	COVERAGE L - PERSONAL LIABILITY	1,000,000
		COVERAGE M - MEDICAL PAYMENTS	5,000
		DEDUCTIBLE(S) PER OCCURRENCE	
2nd MORTGAGEE INFORMATION		ALL OTHER PERILS	\$2,500
LOAN NO		WATER DAMAGE	\$2,500
		WINDSTORM & HAIL	4,700
NAMED INSURED: ADDITIONAL INSURED:		PREMIUM	
		COVERAGE A - DWELLING	717.03
		COVERAGE C - PERSONAL PROPERTY	28.68
		OPTIONAL COVERAGES (if any)	902.16
		SUB TOTAL	1,847.87
		POLICY FEE	125.00
		OTHER FEE	0.00
FORMS AND ENDORSEMENTS MADE PART OF THIS POLICY AT TIME OF ISSUE		TAXABLE TOTAL	1,772.87
NFPJ0119; SE0420; DP00031202; NFD10119; LMMDDPDL0117; AOSDP0719; DL24011202; RTODPDL0113; ALCADP0510 [25Pct]; PPRCDP0719; WORDP0211; WSDP0211; WH0915; ALDL0716; DP04631202 [50]; MIG0919 [2%]; DP04951202 [530,000]		SURPLUS LINES TAX	0.0485 85.88
		STAMPING TAX	0.00075 1.33
			0.00
UPON POLICY EXPIRATION, A 100% EARNED PREMIUM WILL APPLY. NO FLAT CANCELLATIONS			0.00
IN THE EVENT OF CANCELLATION THE POLICY FEE WILL BE FULLY EARNED.		TOTAL PREMIUM	1,860.18
		PAID	\$

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of 4.85 percent tax on gross premium.

Signed By

Correspondent:

Brian Hover

Surplus Lines broker: Brenda Arellano DeLeon

1400 S Benton St, Big Spring, TX 79720

File

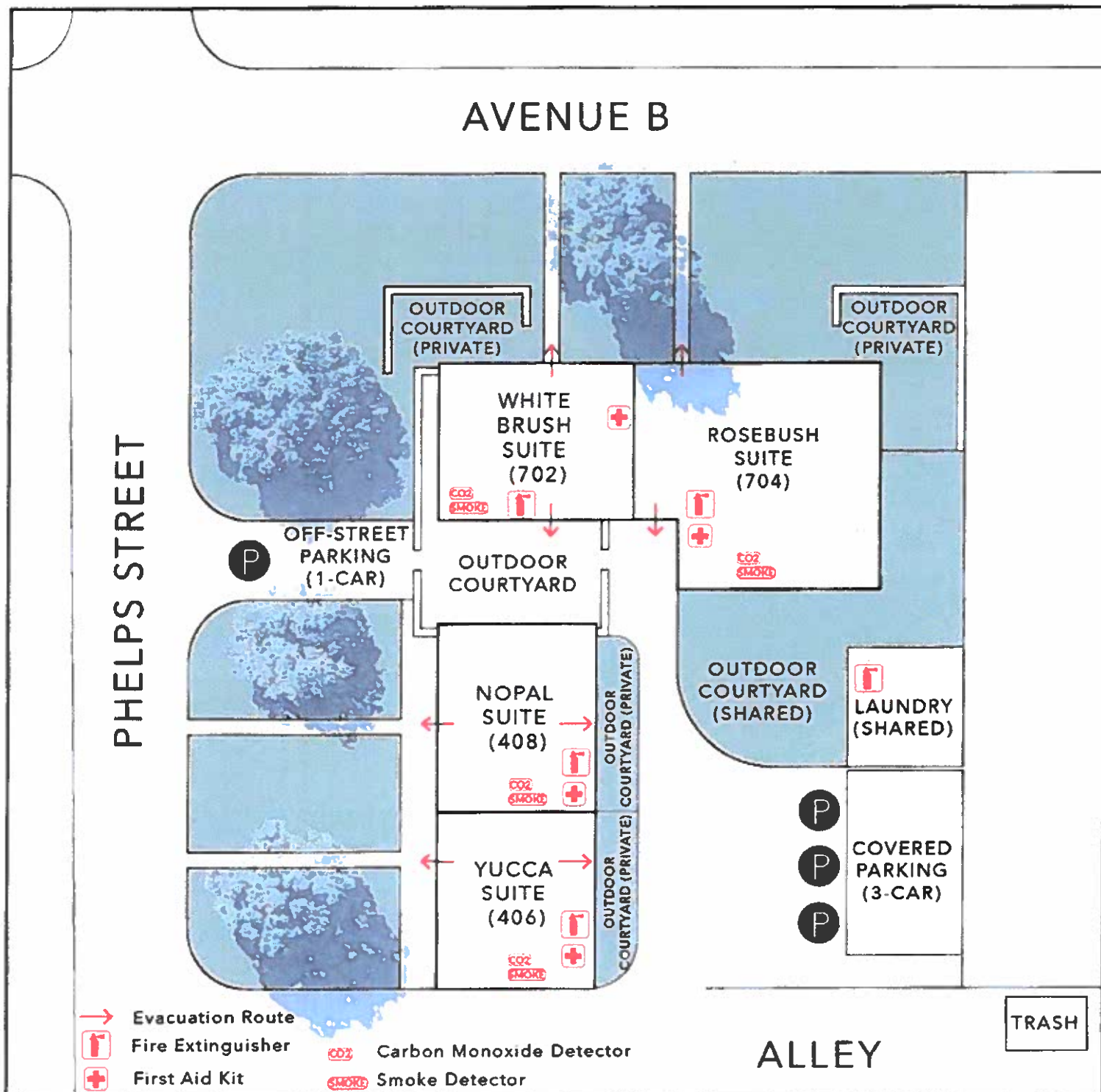
Printed On

Processing Date

02/05/2021

02/05/2021

Service of Suit Nominee: Counsel, Legal Department, National Fire & Marine Insurance Company, 1314 Douglas Street, Ste. 1400, Omaha, NE 68102



● **EMERGENCY:**

9-1-1

Alpine Police Department: (432) 837-3486

Brewster County Sheriff: (432) 837-3488

Big Bend Regional Medical Center: (432) 837-3447

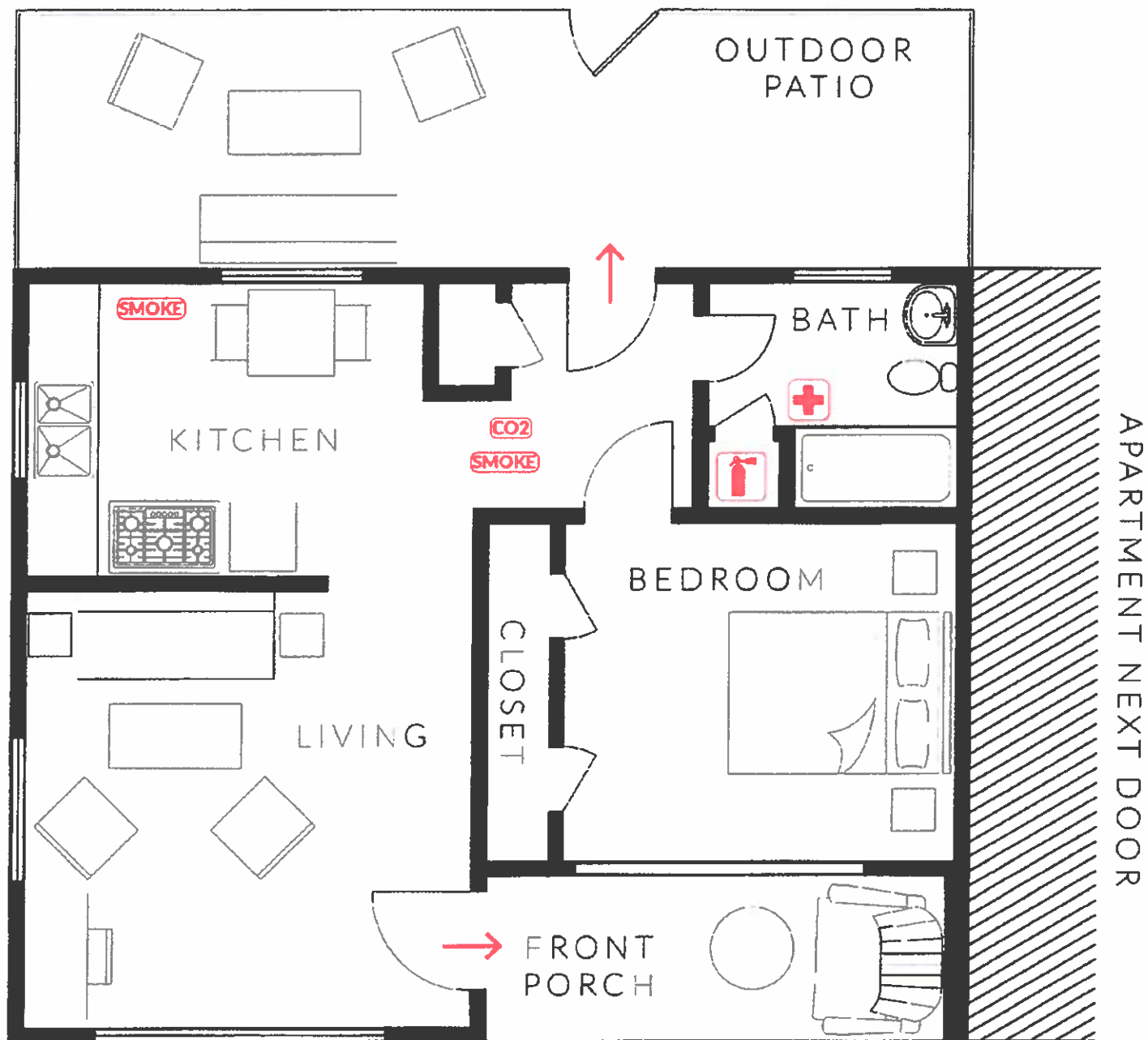
● **CONTACT:** Kiowa 512-653-1201 / Greg 432-386-3789 / Karen 432-244-9579

● **ALERTS:** Emergency (www.ready.gov), Severe Weather (www.weather.gov/alerts)






● **OCCUPANCY:** Maximum 5 guests per apartment

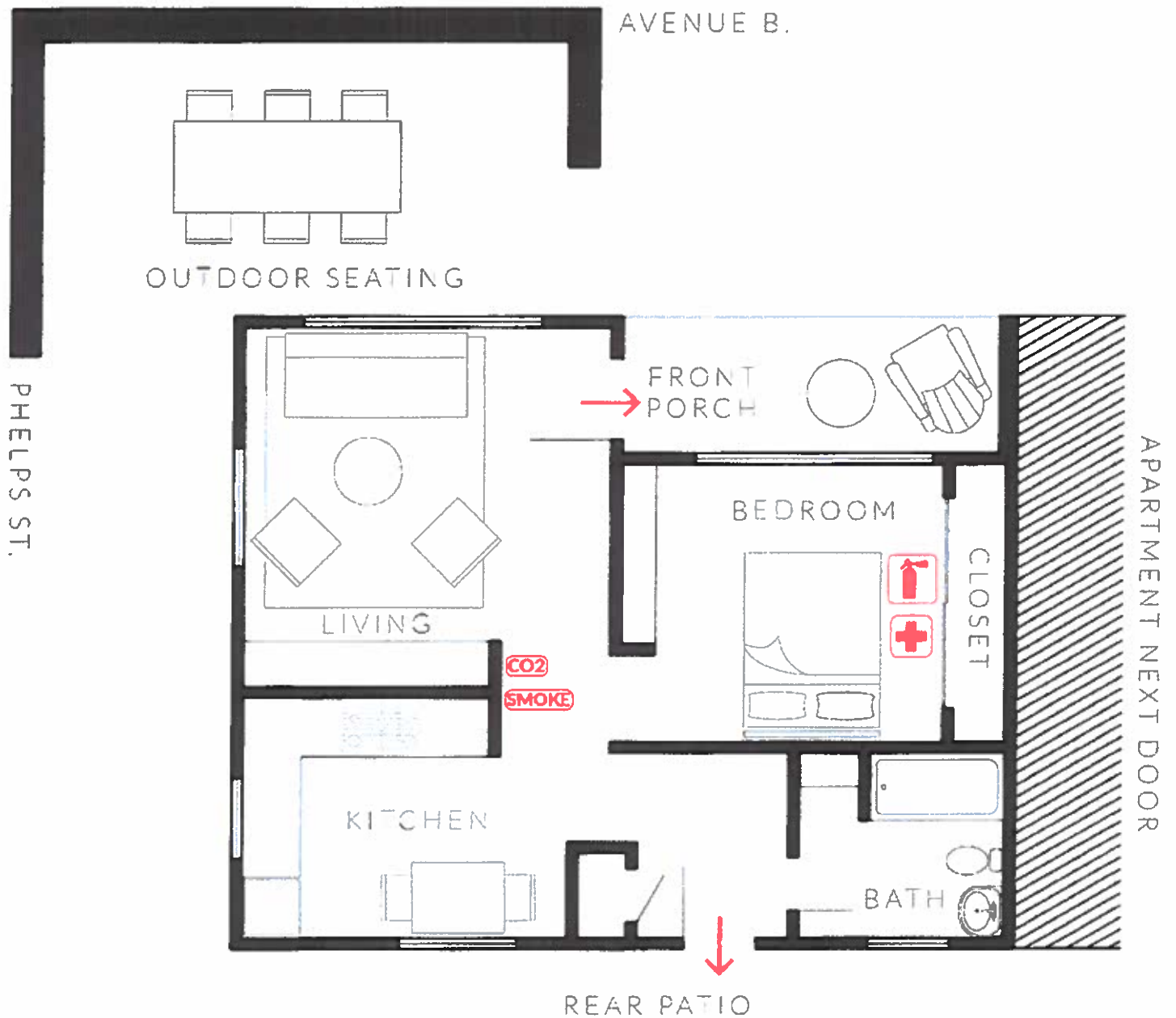
● **NOISE:** No excessive noise after 10pm

● **TRASH:** You may leave your trash to be picked up when you check out, or take it to the dumpsters located in the alley on Phelps Street.








PLAN DIAGRAM (APARTMENTS 406 & 408)

-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Carbon Monoxide Detector
-  Smoke Detector



PLAN DIAGRAM (APARTMENT 702)

-  Evacuation Route
-  Fire Extinguisher
-  First Aid Kit
-  Carbon Monoxide Detector
-  Smoke Detector

Warranty Deed

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Date: June 10th, 2015

Grantor: Kiowa Sibley - Cutforth

Grantor's Mailing Address: 309 North 6th Street, Alpine, Brewster County, Texas 79830

Grantee: Casa Blanca Quadruplex, LLC, a Texas limited liability company

Grantee's Mailing Address: 309 North 6th Street, Alpine, Brewster County, Texas 79830

Consideration: A capital contribution to the Grantee

Property (including any improvements): all of Lots Nine (9) and (10), Block Sixty-seven (67), HANCOCK ADDITION "B" to the City of Alpine, Brewster County, Texas, as the same appears in Plat Envelope #63, Plat Records on file in the office of the County Clerk of Brewster County, Texas, commonly known as 702/704 Avenue B and 406/408 Phelps Street. Said Lots (9) and (10) more particularly described in a Plat of the survey attached hereto as Exhibit "A", dated October 26, 1995, prepared by Steven F. Walker, R.P.L.S. No. 4425.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty:

Validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests, and water interests outstanding in persons other than Grantor, and other instruments, other than conveyances of the surface fee estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements; and taxes for 2015, which Grantee assumes and agrees to pay.

Grantor, for the Consideration and subject to the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and

successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof except as to Exceptions to Conveyance and Warranty.

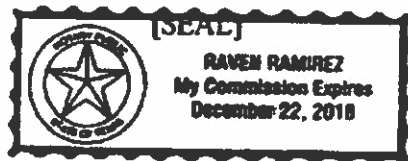
When the context requires, singular nouns and pronouns include the plural.

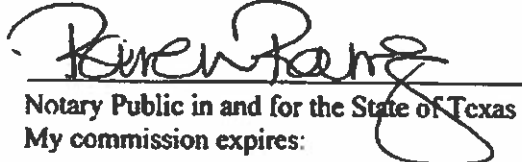

Kiowa Sibley-Cutforth

STATE OF TEXAS

COUNTY OF BREWSTER

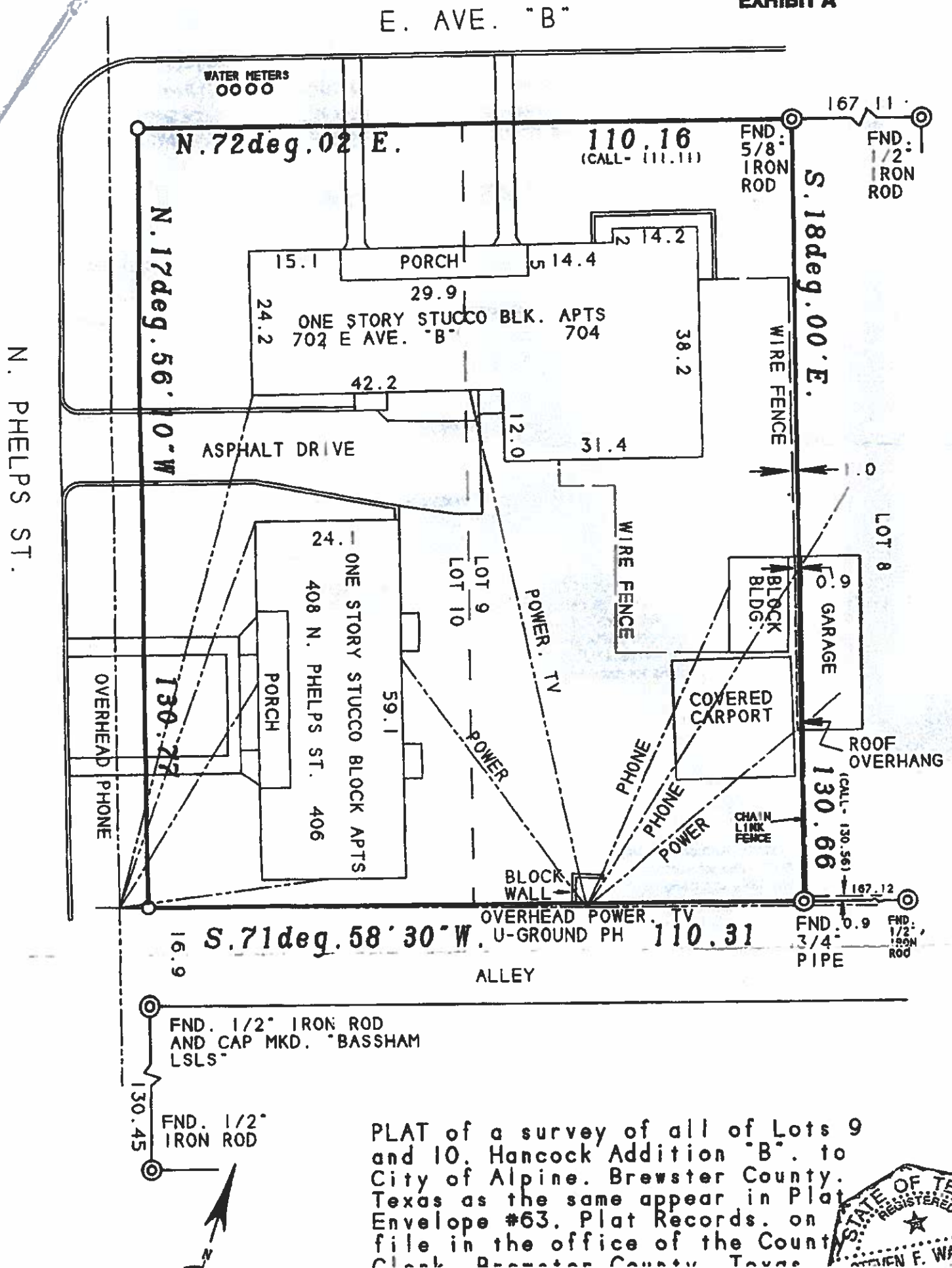
This instrument was acknowledged before me on June 10th, 2015 by Kiowa Sibley-Cutforth.




Notary Public in and for the State of Texas
My commission expires:

After filing, return to:
Kiowa Sibley-Cutforth
309 North 6th Street
Alpine, Texas 79830

EXHIBIT A



PLAT of a survey of all of Lots 9 and 10, Hancock Addition "B", to City of Alpine, Brewster County, Texas as the same appear in Plat Envelope #63, Plat Records, on file in the office of the County Clerk, Brewster County, Texas

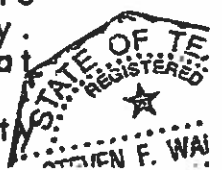
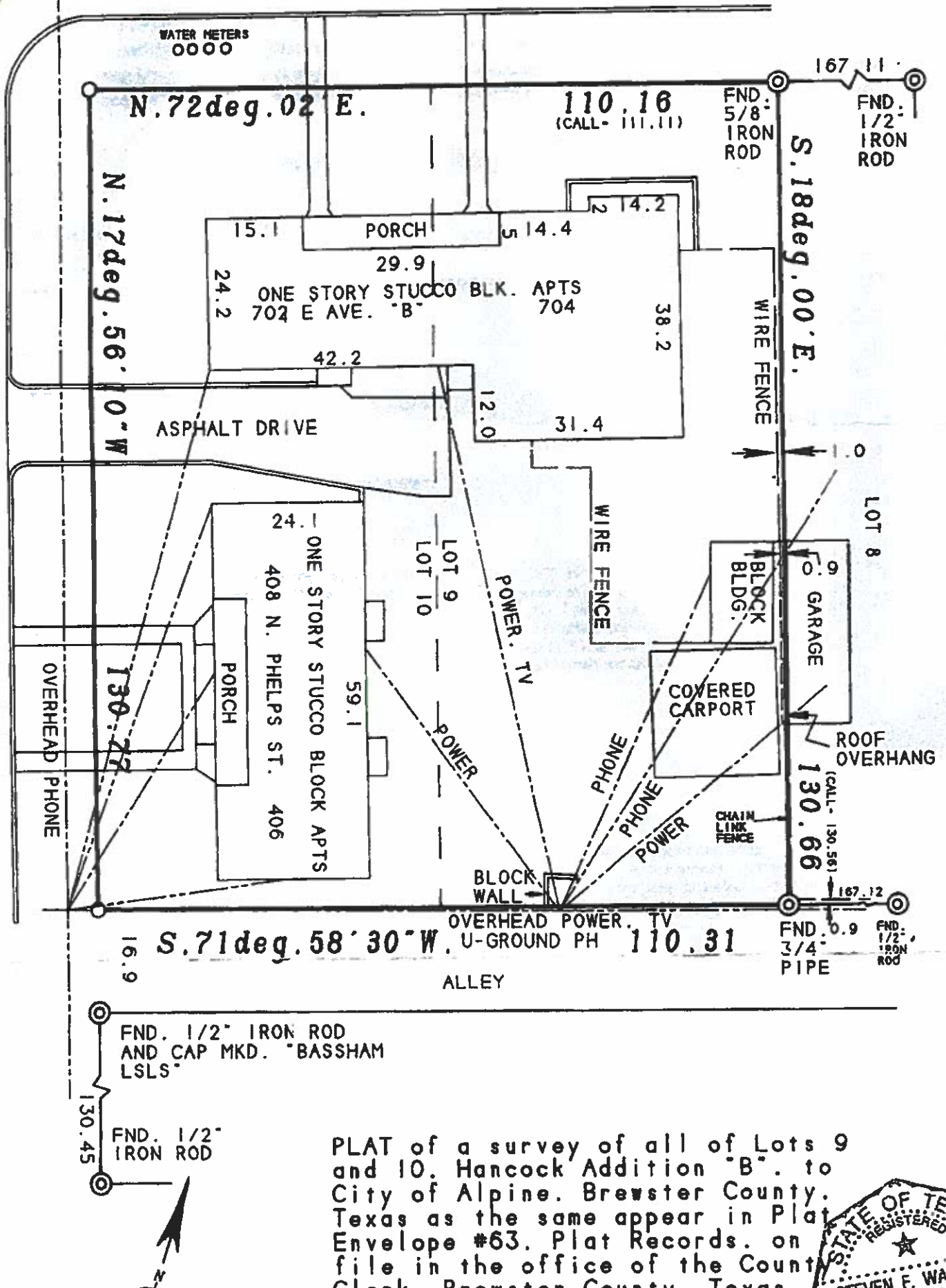


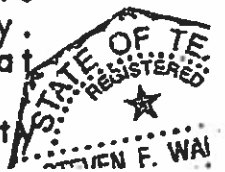
EXHIBIT A

N. PHELPS ST.

E. AVE. "B"



PLAT of a survey of all of Lots 9 and 10, Hancock Addition "B", to City of Alpine, Brewster County, Texas as the same appear in Plat Envelope #63, Plat Records, on file in the office of the County Clerk, Brewster County, Texas.



USEFUL INFORMA -

CONTACT:

Kiowa
512.653.1201
ksibleycutforth@gmail.com

Greg
432.386.3789



**CASA
BLANCA**

INTERNET:

Network: CBQAP or CBQAP_EXT
Password: cbq2000!309

TRASH:

You may leave your trash to be picked up when you check out, or take it to the dumpsters located in the alley on Phelps Street.

FUTON SOFA BED:

There are instructions to help you convert the sofa into a bed in the top utensil drawer in the kitchen, extra linens/pillows are in the bedroom closet.

HEAT & AC:

There is a compact mini-split in the living room which provides both heat and A/C to the apartment. It is operated with a remote control that is in the living room. Please feel free to leave the system running while you are away, it helps conserve energy if it runs continuously. There is also an electric radiant heater in the closet that may be used on especially cold days and nights.

I HOPE YOU ENJOY YOUR STAY!

- b. Short Term Rental Special Use Permit for 105 E Lockhart Ave. Owner of record is Lockhart Hacienda LLC.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial Inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 105 B Lockhart Ave Property Owner MB Lockhart Phone 572-422-4984

Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light Fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to detective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to detective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Inspected by: DAVID HALE TCFP Inspector Approved DA Date: 4.6.2021

Requires re- Inspection _____ Approved _____ Date: _____

**Alpine City Council
100 N 13th St
Alpine TX 79830**

**Mary Bell Lockhart, Manager
Lockhart Hacienda LLC
Owner of Short-term Rental
Lockhart Hacienda Rooms 4, 5 & 6
105 B East Lockhart Ave, Alpine**

Application for Short-Term Rental Special Use Permit

Submitted herewith for your consideration is the application as required by Alpine City Ordinance 2021-01-01. Our proposal is to use the central portion of the building at 105-107 East Lockhart Ave as an Airbnb site called Lockhart Hacienda. It is owned by Lockhart Hacienda LLC which was established in 2011. The remainder of the building is my home and long-term rental apartments.

This is in an old hospital building and a history of the building is included. We have been in short-term rental operation since January of 2018. We believe this short-term rental only enhances the value, use and enjoyment of other properties in the neighborhood as well as Alpine, Brewster County and the Big Bend area. Included are some of the reviews from our guests which reflect the enjoyment they had of staying with us and their appreciation of the history of the building, and of the city, county and Big Bend Area.

I look forward to appearing before the Council to answer any questions they may have regarding our application.


**Mary Bell Lockhart
Manager Lockhart Hacienda
512-422-4984
mblockhart@gmail.com**

For Building Services Use Only

Date Submitted: _____ Receipt No: _____
BLD Inspection: _____ Fire Inspection: _____
Approved: _____ Not Approved: _____

City of Alpine, Texas**Short-Term Rental Special Use Permit (STR-SUP) Application**

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☒ Owner Occupied ☐ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner Occupied

Existing/New Structure: ☒ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

105-107 East Lockhart Ave, Alpine Tx

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot 1-5 Block 37 Addition Original Town

Square footage of property

Number of Bedrooms & Units

Size of property lot

Whole 25,000 Buildings 5,003
STRental 1,200 1,065

25,000

Present zoning district

Residence

Proposed use of the property

Short-Term Rental in part

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR

PART 2. PROPERTY OWNER INFORMATION

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Lockhart Hacienda LLC

Mailing address of property owner (cannot be P.O. Box)

107 East Lockhart Ave, Alpine Tx 79830

City/State/Zip code of property owner

Alpine, Tx 79830

Telephone number of property owner

512-422-4984
432-837-2511

Email address of property owner

mblockhart@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Mary Bell Lockhart

Designated operator's physical address (must be located within 30 minutes of STR property)

107 East Lockhart Ave

City/State/Zip code of designated operator

Alpine Tx 79830

Telephone number of designated operator

512-422-4984

Email address of designated operator

mblockhart@gmail.com

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

☒ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

Method of Payment: RESOLUTION 3021-02-11

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☒ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☒ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☒ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations.

PART 7. ACKNOWLEDGEMENTS

- ☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.
- ☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.
- ☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.
- ☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Mgr Lockhart Hacienda LLC

Mary Bell Lockhart

Print Property Owners Name

Mary Bell Lockhart

Property Owners Signature

The State Of Texas

County Of Brewster

Before Me Kevin Farrer

(Notary)

on this day personally appeared Mary Bell Lockhart

(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30th day of APRIL, A.D. 2021



Kevin Farrer
Notary in And for State of Texas

Print

Property Owners Signature

The State Of _____

County Of _____

Before Me _____

(Notary)

on this day personally appeared _____

(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☐ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name Lockhart Hacienda	Street Number 105 B	Street Name East Lockhart Ave
LEGAL DESCRIPTION		
Addition, Block, Lot Lots 1-5 Block 37 Original Town		Total Number of Units in Building 3

SECTION 2: OWNER INFORMATION <i>Complete at least one listed below</i>		
A. Individual Ownership		
Owner First Name	Owner Last Name	Primary Telephone Number
Mailing Address		Email Address
B. Corporate Ownership		
Ownership Form: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Kiosk <input type="checkbox"/> Other (Please Explain) Lockhart Hacienda LLC		
Business Name Lockhart Hacienda		
Contact First Name Mary Bell	Contact Last Name Lockhart	Primary Telephone Number (512) 422-4984
Mailing Address 107 E Lockhart Ave, Alpine Tx 79830		Email Address mblockhart@gmail.com

SECTION 3: PROPERTY MANAGER <i>If Different than owner</i>	
A. Individual Ownership	
Property Manager Name	Primary Telephone Number
Mailing Address	Email Address

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

Mary Bell Lockhart
Applicant's Signature

Mary Bell Lockhart
Printed Name

4/30/21
Date

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ New ☐ Change

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 105 B East Lockhart Ave, Alpine TX

Property Owner Name: Lockhart Hacienda LLC

Local Representative:

Name: Mary Bell Lockhart **Telephone:** (512) 422-4984

Physical Address: 107 East Lockhart Ave, Alpine **Email:** mblockhart@gmail.com

Mailing Address:

107 East Lockhart Ave, Alpine TX 79830

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- **Neighbor Notice:** The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: Mary Bell Lockhart **Date:** 4/30/21

Property Owner's Signature: Mary Bell Lockhart **Date:** 4/30/21

**CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE**

___ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

Property Owner's Signature

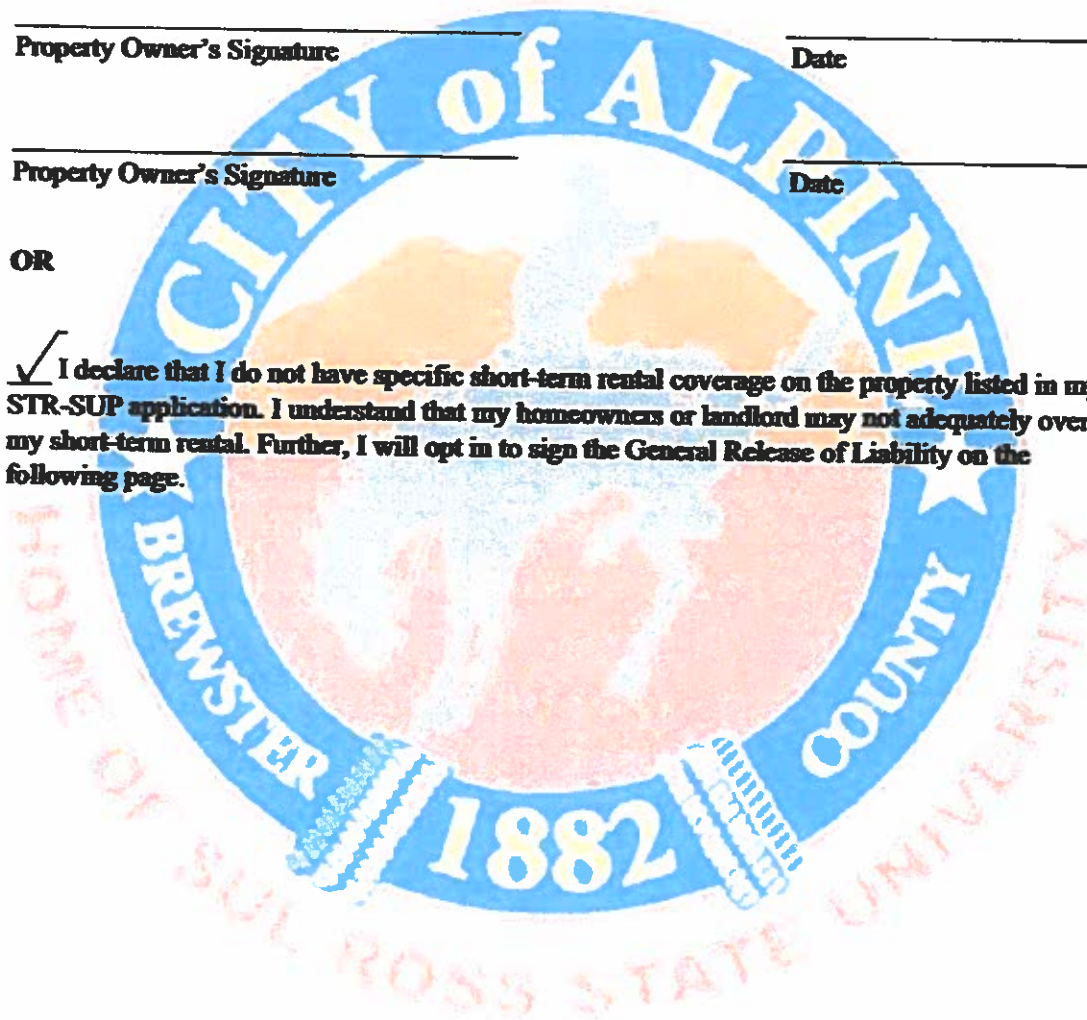
Date

Property Owner's Signature

Date

OR

☒ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



**CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION**

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

105-107 East Lockhart Ave, Alpine
(Property Address)

Mary Bill Lockhart
(STR Owners Signature)

Date: 4/30/21

GENERAL RELEASE OF LIABILITY

I, Mary Bell Lockhart, of 107 East Lockhart Ave,
Short Term Rental Operator Street Address
Alpine, Tx, 79830 (Hereinafter the "Releasor") have agreed
City State Zip
to this General Release of Liability ("Agreement") for no payment or consideration.

THEREFORE under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge City of Alpine, of 100 N. 13th Street, Alpine, Texas, 79830 (Hereinafter the "Releasee") including their agents, employees, successors, and assigns, personal representatives, affiliates successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims demands, damages. Actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages that may develop in the future, as a result or in any way relating to the undersigned's decision, as a Short Term Rental Operator in Alpine, to opt out of purchasing liability insurance for the Operator's Short Term Rental.

It is understood and agreed that this Agreement is made and received in full and complete settlement and satisfaction the causes of action, claims, and demands mentioned herein; that this Release contains the entire Agreement between the parties; and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors, and assigns. This release shall be subject to and governed by the laws of the State of Texas.

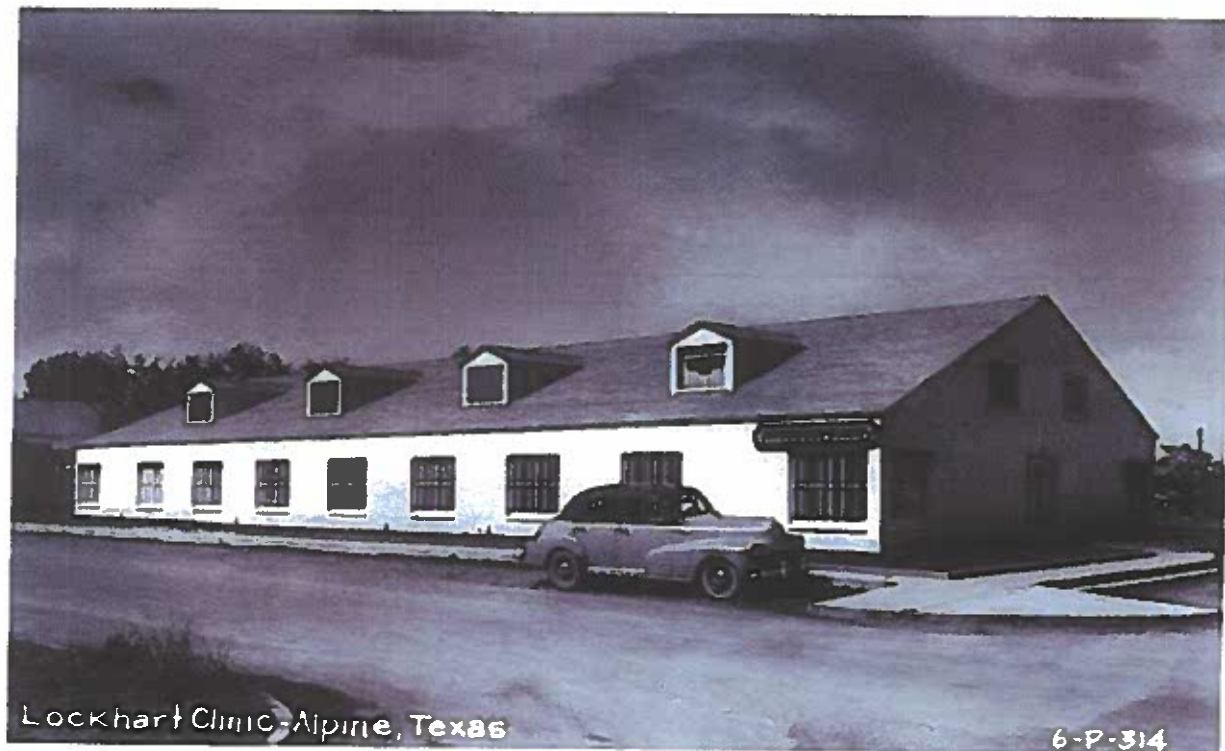
This Release has been read and fully understood by the undersigned and has been explained to me.

EXECUTED this 30th day of April, 2021.
Day Month Year

Releasor's Signature: Mary Bell Lockhart

Releasor's Printed Name: Mary Bell Lockhart

REDACTED DL



The Lockhart Clinic Hospital

During his service with the 36th Evacuation Hospital in the South Pacific in World War II, William E Lockhart, Jr., MD developed his dream – to build a full-service hospital for Alpine, Texas. His wife Lora Bell Kunze Lockhart purchase property on the corner of Avenue C and 4th Street and almost daily he sent home hand-drawn diagrams and plans. When he returned home in early 1946, work began on the Lockhart Clinic Hospital.

Funded entirely by personal loans, the cinderblock and concrete construction was led by Charles Cowell. Wood for doors, windows and the attic was imported from Mexico. Special approval was obtained for hospital fixtures and equipment because it was still a wartime economy.

The hospital included a large lobby, X-ray, laboratory, an operating/delivery room, a kitchen and 8 rooms that each accommodated 2 patients. Instead of having a nursery where babies would be together, each patient room had a baby room with a viewing window so babies roomed with their mothers. At night unoccupied rooms were disinfected by ultraviolet light and every room was supplied with fresh, not recirculated, air. Befitting the term "clinic," the hospital also had physician examining rooms where outpatient services were provided. Patients were given health care regardless of ability to pay, and, with no financial assistance available, the hospital was not economically sustainable.

In 1953, Dr Lockhart divided the building internally and the east half became the Lockhart family home. The west half was his clinic where he continued to provide care to all in need, at all hours of the day until his death in 1987. Avenue C was renamed Lockhart Avenue in honor his many years of service to rich and poor from this building.

Lockhart Hacienda Top Reviews By Guests 2020

***Deanna**

Dec 26 – 27, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This was our third time to stay here, and we love it each time. The beds are the most comfortable and the rooms are always very clean. Love the history behind the building and the rooms. Take time to get to know the host, she knows a lot of Alpine history.

***Erin**

Dec 19 – 20, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary's place was great! We had a very comfortable stay with our pup after a long day of driving. The location is right by the Main Street of alpine and close to Marfa. We enjoyed the unique renovation of the building. Mary was there to greet us when we arrived, and was very helpful and hospitable!

***Aranza**

Dec 15 – 17, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary's place in Alpine is such a cute little spot! It's close to everything you'd want to see or do in Alpine and is in an extremely walkable location. Mary was such a lovely host! She was super responsive and thoughtful and the space was super clean. Will definitely stay here again next time I'm in West Texas!

***Pat**

Dec 8 – 10, 2020 • Lockhart Hacienda Room 6

Overall quality 5

The location is absolutely great. A few blocks to anything and everything. I came by Amtrak and the station was only 3 blocks away. I was in Alpine for 3 days as ya and was easily able to walk all over town. By the way, I ate at all the local favorites and they were good but El Jardin was hands down my favorite.

***Jhonatan**

Nov 28 – 30, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Very cozy and quiet, the place is everything you need to sleep comfortable, the host was very attentive and made me feel like at home. Clean and smelled good, the only thing it needs a little of attention it's the bathroom's plumbing, it got stuck open the first time I flushed and I couldn't make it stop. The host told me that the toilet does it every once in a while. Overall everything great, I will stay here again next time I go to the Big Bend National Park.

***Chris**

Nov 26 – 27, 2020 • Lockhart Hacienda Room 4

Overall quality 5

We were driving cross country and were looking for a place close to the Prada store. Mary Bell's place is quite interesting. It's a converted old hospital with a unique layout. She keeps the place very clean and well maintained. Overall, a good experience.

***Khadija**

Nov 15 – 17, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary was an amazing host. Very responsive and helpful with directions as I headed to Big Bend from her place. She let me know what routes were scenic.

***Kristen**

Nov 13 – 15, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This place is fantastic! Mary Bell is an exceptional host, and Lockhart hacienda has so much character. Be sure to take the time to hear about the history of the place. It's fascinating! The b&b was very clean and amenities were great. We had everything we needed. Bed was super comfy too. The location is great and within walking distance from the grocery store, shops and restaurants in Alpine. I will definitely stay with Mary Bell again and you should too!

***Cody**

Oct 29 – 30, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary is an incredible human being and went out of her way to stay up and help us check in when we had an emergency that delayed our arrival time. She is incredibly warm and has a special spot that she is uniquely equipped to take care of and to tell it's story. We will definitely come back when we head for more adventures in west Texas!!

***Danielie & Andy**

Oct 16 – 18, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary Bell's Hacienda room 6 is better in person than it looks in the photos. It's charming and cozy and I think the decor fits the Big Bend adventure. We had to book here because camp-sites were booked for some of the days before camping at Big Bend. The price is great, she has a coffee bar outside the kitchen near the living room, the water pressure in the shower is actually really amazing for anyone who wants to wash off any dirt acquired from a back country trip, and the room is bigger than what the photo portrays. She stayed up for us even when we got in late for check in. If you are traveling for work, this place is great because you can hook in your ethernet cable (10ft) and work from your room or the living room. This Airbnb is also wifi capable. There is a doughnut shop less than one mile around the corner and the local bars and restaurants are walking distance. This place doesn't have a "nursing home feel," and for being in the family for so long, the place is very well kept. I would recommend and I would stay here again. Thank you!

***G**

Oct 16 – 17, 2020 • Lockhart Hacienda Room 5

Overall quality 5

An awesome place to stay. Everything you need is close by and the room is amazingly unique, due to the history of the building. Mary Bell is so sweet and very accommodating. My son and I loved our stay.

***Beth**

Oct 9 – 11, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Mary Bell is a gracious host and her B&B is just perfect for any traveler. I would highly recommend it as long as you like a clean, quiet place without the distraction of a television.

***Lazaro**

Oct 3 – 6, 2020 • Lockhart Hacienda Room 6

Overall quality 5

It's exactly what you need when you just need a place to stay. A bed, cozy feeling, and quick response when needed. We came in late in the night around 12pm and Mary Bell came out to greet us. She showed us around and what comes with the room. Very nice and cozy place. We had an issue with our toilet which I had texted Mary Bell to check out and she was quick with a response and came to fix it right away. Overall 10/10. 60 bucks is definitely worth it. We only needed a place to stay as we drove to big bend in the morning and came back at night. It was everything we needed. You'll love this place.

***Daniel**

Sep 6 – 9, 2020 • Lockhart Hacienda Room 5

Overall quality 4

This place puts you in a good location to explore west Texas. Place was quiet and the kitchen was well equipped. Grocery just around the corner. Host took covid requirements seriously and reasonably.

***William**

Sep 4 – 7, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Exceptionally gracious, more amenities than I was expecting, close to the main road and Porter's (groceries) as well as some restaurants, fascinating history of the building and personal connections to the building and area...Mary Bell's a good human to stay with!

***Connie**

Jul 10 – 11, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Great place for our stop in Alpine! Super unique converted medical clinic. Very cozy and well-appointed. Mary was a welcoming host. Right across from the grocery store and around the corner from the main shopping street.

***Trevor**

Jun 25 – 26, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Very accommodating on short notice. Communication was prompt and despite all the health chaos swirling currently, they were very welcoming. Lovely town and great location in West Texas

***Colleen**

Mar 17 – 19, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary Bell is a wonderful host. The room was nice and clean with a very comfortable bed. There is a kitchen with a fridge where you're allowed to store your own food. She provided coffee, fruit, and muffins for breakfast as well. There is also a grocery store and several restaurants that are all within walking distance. Mary Bell and the people of Alpine were all so friendly. I truly enjoyed my time here!

***Meng-Lin**

Mar 15 – 19, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Really great! Mary is an awesome host who attends to your needs the best she can. Alpine is a cool place to stay and I appreciated her sharing parts of the town's history by creating this space in the first place.

***Amanda**

Mar 7 – 8, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This place is awesome! It's walking distance from literally everything and I love how it has kept as much original stuff as possible. Our host had tons of knowledge about the history of the hospital as she was born there herself! 5/5 happy camper here

***Michael**

Mar 5 – 6, 2020 • Lockhart Hacienda Room 6

Overall quality 5

👤❤️ @actuallyc_rious

***Hugo**

Mar 2 – 3, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Very good accommodation, comfortable bed, located close to shops and restaurants. Perfect place to stay before or after a trip to Big Bend NP. Excellent communication too. Thank you Mary Bell!

***Nana**

Feb 22 – 23, 2020 • Lockhart Hacienda Room 5

Overall quality 5

Mary Bell's place was great! We were only quickly passing Alpine and needed a place to stay with our kitty. We arrived really late (10:30pm) and had so many things to unload, but Mary Bell was waiting for us at the door and was welcoming. The space is lovely and the curtains are quite

heavy (blocks out the light) so we got a lot of sleep. The common space had a lot of helpful booklets and amenities— I wish we could stayed longer!

***Tracy**

Feb 14 – 16, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Great place! Excellent location and super comfy room. It's a unique space but I'll leave it to Mary Bell to tell the history of it. Appreciated the kitchen and coffee and the ease of coming and going. Definitely will stay here the next time we come out this way again.

***Ginger**

Feb 3 – 4, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Clean, conveniently located and unique - a converted historic hospital! Mary Bell offered hospitality and promptly responded to communication. It was everything I needed.

***Debra**

Jan 27 – Feb 2, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This spot is a gem in easy walking distance to some of the restaurants and stores. The room is very clean, comfy, roomy, and lovely...in tiptop shape. The shared living room and kitchen give you flexibility and there are coffees, teas, fruit, snacks, local info, and books. What a bargain to boot! Have a problem? Mary Bell is flexible and eager to help.

***Deanna**

Jan 31 – Feb 1, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This quaint gem is one of our favorite spots to stay. The bed was comfy and the pillows were awesome. I love the history of the building and dual toilet/shower room. The hosts are always available and very friendly. Right in the middle of town and walking distance to the grocery store the The Reata.

***Pamela**

Jan 25 – 26, 2020 • Lockhart Hacienda Room 5

Overall quality 5

This place is a little gem and it has history! Mary Bell was so sweet and had a lot of fun facts! I can't wait to visit Alpine again soon!

***Tamara**

Jan 23 – 24, 2020 • Lockhart Hacienda Room 6

Overall quality 5

This place is cuter than what's depicted in the photos. Mary gives you a warm welcome when you arrive. You're in easy walking distance of restaurants and cafes. There is a grocery store just across the street. This was one of the quirkier places I have stayed—a former hospital turned BNB. The rooms are very charming. You can tell that there was a lot of care put in to maintaining the place. Mary lets you bring dogs without charging you a ransom to do so. This

was a huge relief to me as I was passing through to relocate for work. Her place is an amazing value, and I would recommend it to others without reservation.

***Spencer**

Jan 12 – 13, 2020 • Lockhart Hacienda Room 6

Overall quality 5

Easy, affordable room in the middle of downtown Alpine! Can't beat a room in this historic former hospital right off the main street and 50 feet away from a Porter's for groceries. I booked a room last minute and Mary Bell more than accommodated and was lovely in person, providing all the towels, information and open breakfast area for my stay. Would recommend for sure.

***Chris**

Jan 8 – 10, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Mary's place was a cool historical building, literally around the corner from downtown, with plenty of friendly touches. Mary was extremely flexible and friendly, and checked on us several times to make sure we were happy with our room. We'll definitely stay there again.

***Leslie**

Jan 6 – 8, 2020 • Lockhart Hacienda Room 6

Overall quality 5

If you're going to Marfa, Alpine is a slightly larger town and a nice place to stay. Mary's place is right by downtown and next to a grocery store which is super convenient and there's a whole farm in the backyard. Chickens, a horse. And of course Mary herself is very nice. Would recommend(:

***John**

Jan 1 – 3, 2020 • Lockhart Hacienda Room 5

Overall quality 5

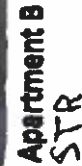
This gem is just minutes walk from downtown Alpine. Also a block away from Porters (Grocery Store). This place provides a fully functional kitchen. Perfect staging area to Big Bend NP (1.5-2 hrs) or McDonald Observatory (45-60 min). Loved the hospitality and the communication from the host. Will come back if available!

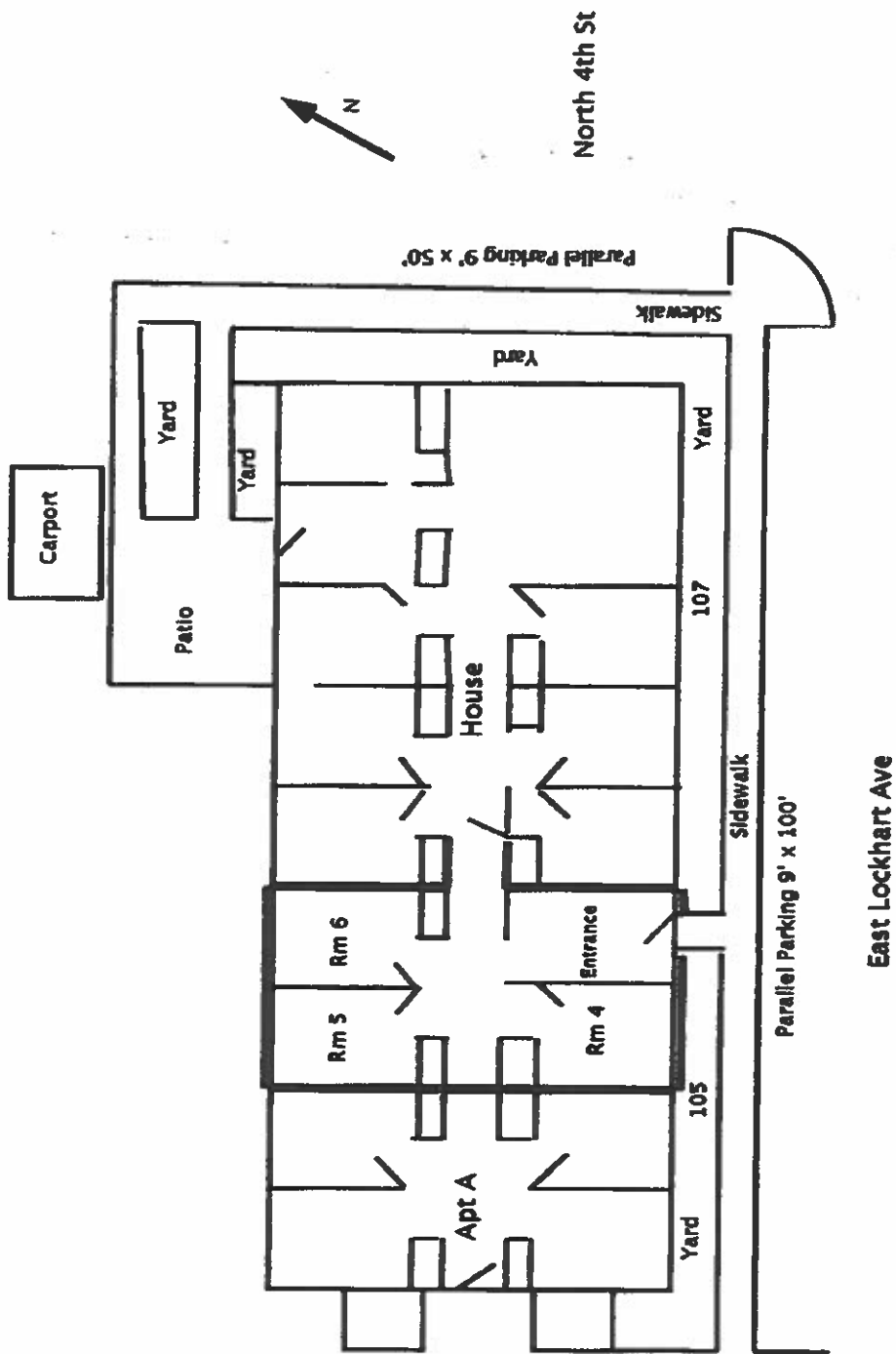
***Ashley**

Dec 31, 2019 – Jan 1, 2020 • Lockhart Hacienda Room 4

Overall quality 5

Absolutely charming place from Mary Bell to the amenities. We loved the room and enjoyed having coffee and hot chocolate available to make since it was cold out. Mary Bell checked us in and gave us a little history of the building and we instantly felt welcomed. My kids, 11 and 14, cannot wait to go back and stay again.





Lockhart Hacienda and Parking Areas
Lockhart Hacienda outline in Green

SAFETY INFORMATION

IN CASE OF AN EMERGENCY, FOLLOW THE DIRECTION OF LOCAL OFFICIALS

Emergency Phone Numbers

- * Fire 911
- * Medical 911
- * Police 911
- * Host Mary Bell Lockhart 512-422-4984
- * Co-Host Shari Woodruff 432-244-6196

Non-Emergency Phone Numbers

- * Brewster Co Sheriff 432-837-3488
- * Alpine Police Department 432-837-3486
- * Weather 757-WEATHER 757-932-8437

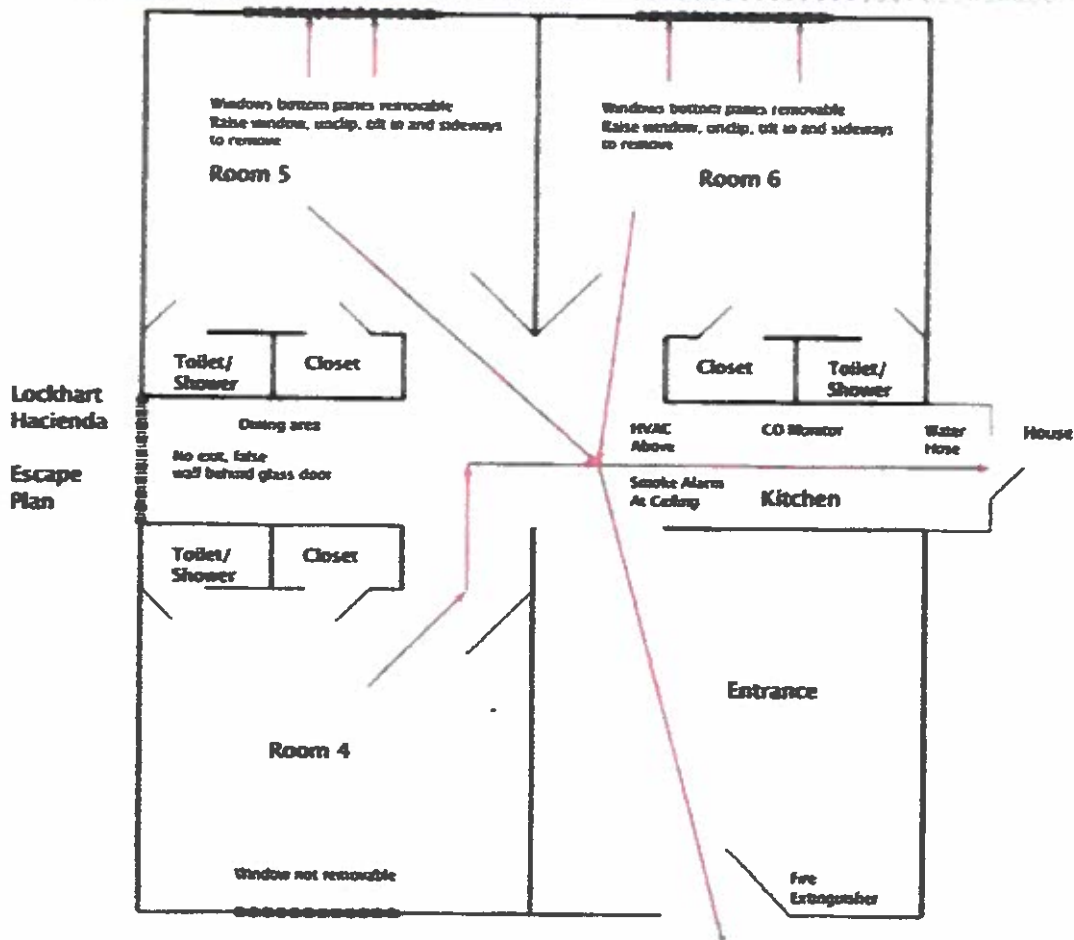
Location of Fire Extinguisher - Beside the Entrance Door

Location of Fire Alarm - Overhead in Hallway

Location of Gas/Electric Shutoffs - In alley at rear of building

Emergency Exit Instructions - Leave by Entrance Door, or through door in kitchen into the house or through removable windows Rooms 5 and 6.

Parking - In front of building along Lockhart or along 4th Street.



2020 Notice of Appraised Value

Do Not Pay From
This Notice

BREWSTER COUNTY APPRAISAL DISTRICT
107 W AVE E #2
ALPINE, TX 79830
Phone: 432-837-2558 Fax: 432-837-3871

Property ID: 12005
Ownership %: 100.00
Geo ID: 973800370001000010
Legal: OT, BLOCK 37, LOT 1-6 RESIDENCE
Legal Acres: 0.8328
Situation: 107 E LOCKHART ALPINE, TX
Owner ID: 31039
EFile PIN: tv9GGQXC9zmr

DATE OF NOTICE: May 22, 2020

4542 1 AV 0.389*****AUTO**5-DIGIT 79830 SDGS 2 FT 16
Property ID: 12005 - 973800370001000010
LOCKHART HACIENDA LLC
107 E LOCKHART AVE
ALPINE TX 79830-3827

**THIS IS NOT A BILL
DO NOT PAY**

Dear Property Owner,
We have appraised the property listed above for the tax year 2020. As of January 1, our appraisal is outlined below.

Appraisal Information				Last Year - 2019		Proposed - 2020		
Market Value of Improvements (Structures / Buildings, etc.)				299,405		299,383		
Market Value of Non Ag/Timber Land				55,560		55,560		
Market Value of Ag/Timber Land				0		0		
Market Value of Personal Property/Minerals				0		0		
Total Market Value				354,965		354,943		
Inclusivity Value of Ag/Timber Land				0		0		
Appraised Value				354,965		354,943		
Homestead Cap Value excluding Non-Homesite Value (i.e. Ag, Commercial)				354,965		354,943		
Exemptions (DV - Disabled Vet, DP-Disabled Person, HS-Homesite, OMB-Over 65)								
2019 Exemption Amount	2019 Taxable Value	Taxing Unit	2020 Proposed Appraised Value	2020 Exemption Amount	2020 Taxable Value	2019 Tax Rate	2020 Estimated Taxes	Freeze Year and Tax Ceiling
0	354,965	Brewster County	354,943	0	354,943	0.388587	1,378.30	
0	354,965	Big Bend Regional Hosp	354,943	0	354,943	0.110758	393.13	
0	354,965	City of Alpine	354,943	0	354,943	0.545100	1,834.79	
0	354,965	Alpine ISD	354,943	0	354,943	1.328350	4,714.88	
0	354,965	Central Appraisal Dist	354,943	0	354,943	0.000000	0.00	

DO NOT PAY FROM THIS NOTICE

Total Estimated Tax: \$8,422.10

The difference between the 2019 appraised value and the 2020 appraised value is 36.36%. This percentage information is required by Tax Code section 25.19(b-1).

The governing body of each unit decides whether or not property taxes will increase. The appraisal district only determines the value of your property. **"The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials."**

If you qualified your home for a 65 and older or disabled person exemption for school taxes, the school taxes on that home cannot increase as long as you own and live in that home. The tax ceiling is the amount that you pay in the year that you qualified for the 65 and older or disabled person exemption. The school taxes on your home may not go above the amount of the ceiling, unless you improve the home (other than normal repairs and maintenance). This situation may also apply to the county, junior college district, and some cities.

Included are copies of the following documents published by the Texas Comptroller of Public Accounts: (1) Property Taxpayer Remedies; (2) Notice of Protest; and (3) Exemption Description List.

Deadline for filing a protest: June 26, 2020
Location of Hearings: BREWSTER CAD MEETING ROOM
ARB will begin hearings: July 20, 2020

THIS IS NOT A BILL

To file a protest, complete the "Notice of Protest" form included with this notice by following the instructions included in the form. Mail or deliver the form to the appraisal review board at the following address no later than the deadline stated above: Brewster CAD Meeting Room
107 W Ave E #2
Alpine, TX 79830

If you have any questions or need more information, please contact the appraisal district office at (432) 837-2558 or at the address shown above.

Sincerely,
DENISE FLORES
Chief Appraiser

- c. Short Term Rental Special Use Permit for 502 E Brown St. Owner of record is Emily Alexander.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial Inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 502 E Brown Property Owner Emily Alexander Phone (432) 386-6411

Local Representative _____ Phone _____

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with Approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply
- ☒ Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light Fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner
- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☒ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to detective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to detective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Inspected by: DAVID HALE TCEP Inspector Approved ☒ Date: 4-8-2021

Requires re-inspection _____

Approved _____ Date: _____

Emily Alexander
emily.alexander@envision-rx.com

April 29, 2021

Alpine City Council
City of Alpine Administration
100 N. 13th St.
Alpine, Tx 79830

RE: STR-SUP Application for The 19th Hole, 502 E. Brown St., Alpine, TX

Dear Council,

Please consider this Short-Term Rental Special Use Permit Application for my house located at 502 E. Brown St, Alpine, TX 79830. This property goes by the name "The 19th Hole" because we are located on the south end of Alpine's public 9-hole golf course and Country Club, separated by Brown Street. The original owners were Jack and Jeanne Williams, and Jack was known for regularly holding gatherings with his many golfing buddies after an afternoon on the course at the "19th Hole."

I am a long-time resident of Alpine, Texas, first arriving in 1985. I have owned this house and it was my residence (and my family's) for the past 20 years. As well, the property housed my telepharmacy business, as a home business from 2005 until 2015. With my sons and business no longer on the property, and the STR business 'off the ground,' the property has now outgrown me and my needs as a resident. I began STR rentals for the property in late 2019. I've been registered as a STR with the city and paid Hotel and Occupancy taxes for all quarters in 2020 and thus far in 2021. Last year I relocated my residence full time to Sierra La Rana in Alpine to a home less than half as large.

I feel sure that the use of the property will not cause harm to the value, use, or enjoyment of the other properties in the neighborhood. We are adjacent to the Deerfield Duplexes on the east side of the property and otherwise do not have any immediately adjacent neighbors. The property occupies the entirety of the space between Hancock Avenue and Brown Street for 3 lots, and on the west is a vacant lot. We successfully grew the telepharmacy business for 10 years in harmony with the neighbors there, all of whom were renters that occupied the Deerfield Duplexes.

One or all of the following people are at the house on a daily basis, whether it is occupied by STR guests or not: "co-host" Surrena Rub, John Davis, and I. Consequently, the house is well monitored and occupied. In our experience, careful screening of potential guests is one of the best preventative practices for having quality guests and a good experience for all affected. We take seriously the responsibility of having guests be safe, and hosting guests that will enhance the value of our property by treating it and the surrounding space with respect and care. We are in close touch with our guests, electronically, verbally, or in person as the case dictates. They are clearly told of our policy to be quiet after 10 p.m. and thus far have honored our house rules.

I don't believe that the benefits to the City of Alpine or to visitors of having STRs in Alpine are in question, so I will speak to the benefits which our STR brings to our neighborhood. Golfers, both local and visiting, play directly across the street. We always want the grounds to look their best, and we kept them up well. This house provides a nice showcase property in the neighborhood, and because of its location, it is highly visible. Additionally, I believe that it is a detriment to any neighborhood when a property is left vacant. There are at least two vacant houses on our block, and those houses do not have a very pleasant curb side appeal.

I absolutely have no knowledge whatsoever of issues with any neighbors about having STR guests at this property, and I hope you will approve this permit application.

Sincerely,



Emily Alexander

City of Alpine Short-Term Rental Special Use Permit Application Checklist

☒ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

 \$350.00 STR Special Use One Time Permit Fee: Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

Method of Payment: resolution 2021-0211

☒ **Fire Inspection Appointment:** The operator will receive a call to schedule Inspected Mar 25th at 10:00 am.

Please complete and submit the following attached documents with your application

1. ☒ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ☒ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ☒ **Homeowner's Association Declaration:** See attachment
4. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ☒ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ☒ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
8. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ☒ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

For Building Services Use Only

Date Submitted: _____ Receipt No: _____
BLD Inspection: _____ Fire Inspection: _____
Approved: _____ Not Approved: _____

City of Alpine, Texas

Short-Term Rental Special Use Permit (STR-SUP) Application

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☒ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner Occupied

Existing/New Structure: ☐ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

502 E. Brown St. Alpine TX 79830

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot 1, 2 & 3 Block 4 Addition Hancock Addition D

Square footage of property

Number of Bedrooms & Units

Size of property lot

4119 7 bedrooms, 4 units ~ 19589 sq ft

Present zoning district

R-2

Proposed use of the property

Short-Term Rental

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR

PART 2. PROPERTY OWNER INFORMATION

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Emily Alexander

Mailing address of property owner (cannot be P.O. Box)

502 E. Brown St

City/State/Zip code of property owner

Alpine, TX 79830

Telephone number of property owner

432-386-6111

Email address of property owner

emily.alexander@envision-tx.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Surrena Rub

Co-managed by property owner and

Designated operator's physical address (must be located within 30 minutes of STR property)

407 S. 8th St.

City/State/Zip code of designated operator

Alpine, TX 79830

Telephone number of designated operator

432-294-3643

Email address of designated operator

surrena.r@gmail.com

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. ☒ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☒ **Homeowner's Association Declaration:** See attachment
3. ☒ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☐ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☒ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☒ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☒ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☒ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☐ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☐ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☐ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☒ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

☒ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

☒ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

☒ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

☒ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

✓ Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

✓ All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

✓ After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

✓ All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

✓ I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

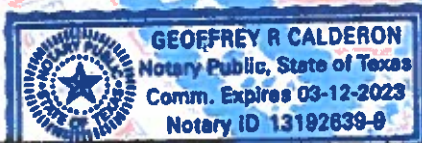
Emily Alexander
Print Property Owners Name

[Signature]
Property Owners Signature

The State Of TEXAS
County Of BREWSTER
Before Me GEOFFREY R. CALDERON on this day personally appeared EMILY ALEXANDER
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30th day of APRIL, A.D. 2021



[Signature]
Notary in And for State of Texas

1882
Print Property Owners Name

[Signature]
Property Owners Signature

The State Of _____
County Of _____
Before Me _____ on this day personally appeared _____
(Notary) (Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this _____ day of _____, A.D. _____

Notary in And for State of Texas

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

☐ New ☒ Change

SECTION 1: PROPERTY INFORMATION

Property Name <u>19th Hole</u>	Street Number <u>502</u>	Street Name <u>E. Brown St.</u>
LEGAL DESCRIPTION Addition, Block, Lot <u>Hancock Addition D, Block 4, Lots 1, 2 & 3</u>		Total Number of Units in Building <u>4</u>

SECTION 2: OWNER INFORMATION *Complete at least one listed below*

A. Individual Ownership

Owner First Name <u>Emily</u>	Owner Last Name <u>Alexander</u>	Primary Telephone Number <u>432-386-6111</u>
Mailing Address <u>502 E. Brown St., Alpine, TX 79830</u>		Email Address <u>emily.alexander@envision-rx.com</u>

B. Corporate Ownership

Ownership Form: ☐ Partnership ☐ Corporation ☐ LLC ☐ Kiosk ☐ Other (Please Explain)

Business Name

Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address		Email Address

SECTION 3: PROPERTY MANAGER *If Different than owner*

A. Individual Ownership

Property Manager Name <u>Surrena Rub</u>	Primary Telephone Number <u>432-294-3443</u>
Mailing Address <u>407 S. 8th St Alpine, TX 79830</u>	Email Address <u>surrena.r@gmail.com</u>

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

Surrena Rub
Applicant's Signature

Emily Alexander
Printed Name

4/29/21
Date

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ **New** ☐ **Change**

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 502 E. Brown St. Alpine TX 79830

Property Owner Name: Emily Alexander

Local Representative: Emily Alexander AND

Name: Surrena Rub **Telephone:** Emily: 432-386-6111 Surrena 432-294-3643

Physical Address: Emily: 17 Antelope Dr. Alpine emily.alexander@envision-rx.com
Surrena: 407 S. 8th St Alpine **Email:** surrena.f@gmail.com

Mailing Address: Emily: 502 E. Brown St. Alpine 79830

Surrena: 407 S. 8th St. Alpine 79830

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: Surrena Rub **Date:** 4/30/21

Property Owner's Signature: Emily Alexander **Date:** 4/29/2021

REDACTED DL

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

502 E. Brown St. Alpine, TX 79830

(Property Address)

E. J. Oesper

(STR Owners Signature)

Date: 4/29/2021

CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE

☒ I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

E. J. Oesper

Property Owner's Signature

4/29/2021

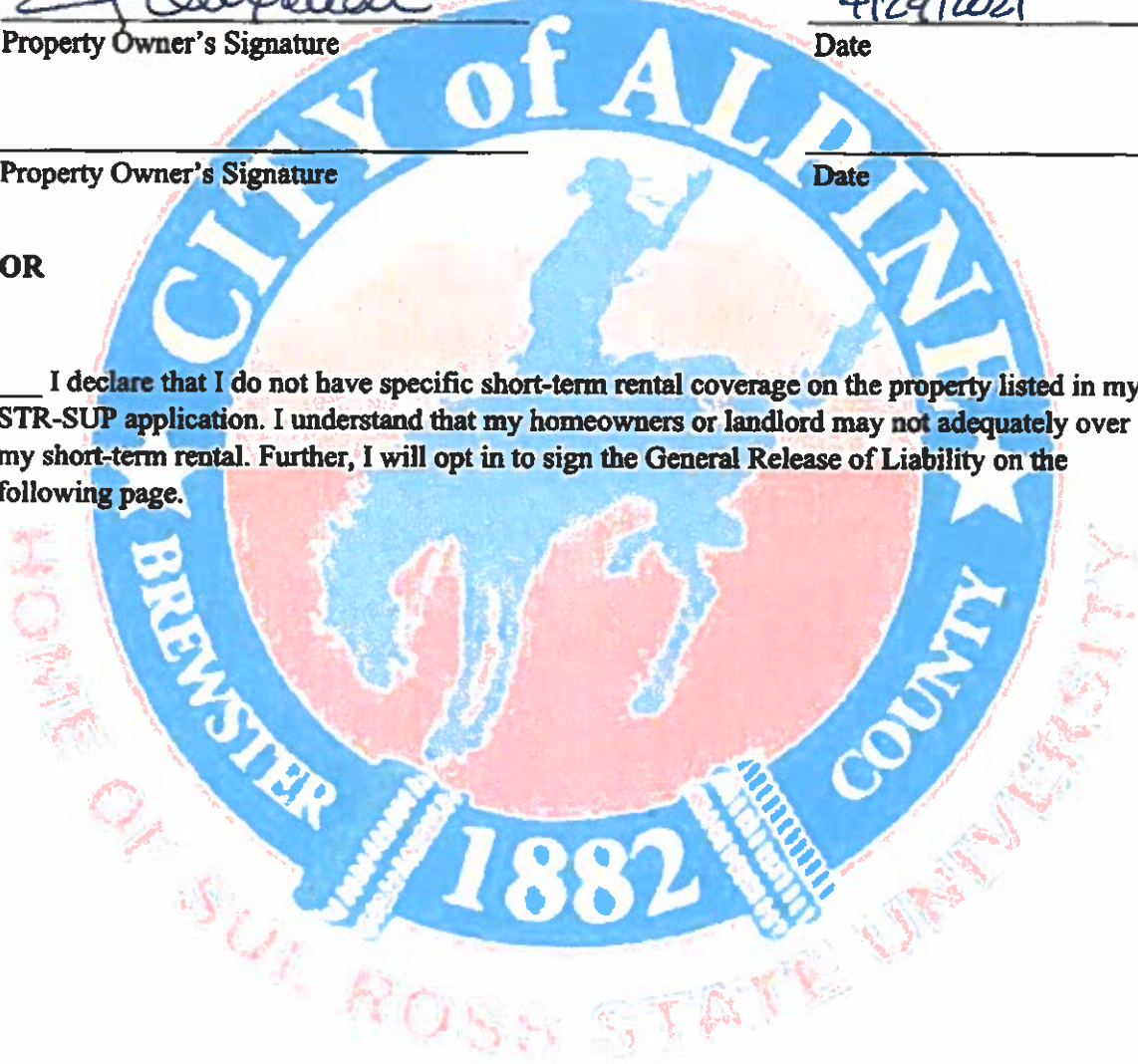
Date

Property Owner's Signature

Date

OR

____ I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



POLICY DECLARATIONS

American Modern Property and Casualty Insurance Company
Dwelling Special
Policy Change



Premium Summary

Dwelling #1: \$
502 E BROWN
UNITS A, B
ALPINE TX 79830
Dwelling #2: \$
502 E BROWN ST
UNIT C
ALPINE TX 79830-3238
Policy Coverages \$
Additional Costs \$

Total Policy Premium

Note: a minimum earned premium of \$100.00 applies to this policy.

Policy Discounts

Claims Free Discount
Auto/Home Discount

Dwelling Discounts

The following discounts apply to one or more dwellings on this policy.

502 E BROWN, UNITS A, B, ALPINE TX 79830
Deadbolts, Smoke Alarm and Fire Extinguisher
502 E BROWN ST, UNIT C, ALPINE TX 79830-3238
Deadbolts, Smoke Alarm and Fire Extinguisher

Policy Summary

Policy Number: 100-482-
Policy Period: 10/25/2020 to 10/25/2021 12:01 A.M. Standard Time
Named Insured(s):
ALPINE PROPERTY RENTALS LLC
502 E BROWN ST
ALPINE TX 79830-3238
Contracted Agency:
SOUTH & WESTERN GENERAL AGENCY INC - #039682
PO BOX 9015
ADDISON TX 75001-9015

Your Agent:

GLASS SORENSON AND MCDAVID INC - #009552
PO BOX 1478
GSM INSURORS
ROCKPORT TX 78381

Additional Named Insureds and Designees

Name:
EMILY ALEXANDER
Relationship to Primary Named Insured:
Primary Named Insured

Address:
502 E BROWN ST, ALPINE TX 79830-3238
Description of Interest:
ADDITIONAL NAMED INSURED

Name:
EMILY ALEXANDER
Relationship to Primary Named Insured:
Primary Named Insured

Address:
502 E BROWN ST, ALPINE TX 79830-3238
Description of Interest:
ADDITIONAL NAMED INSURED

Dwelling #1: 502 E BROWN, UNITS A, B, ALPINE TX 79830

Occupancy:	Residence Type:	Construction Type:	Year Built:	Protection Class Code:	Territory:
Rental					

Additional Interests

Description of Interest:
Lienholder

Name:

Address:

Loan/Contract Number:

Coverage Detail

Coverage

Limit / Description

Premium

Policy Type: Dwelling Special

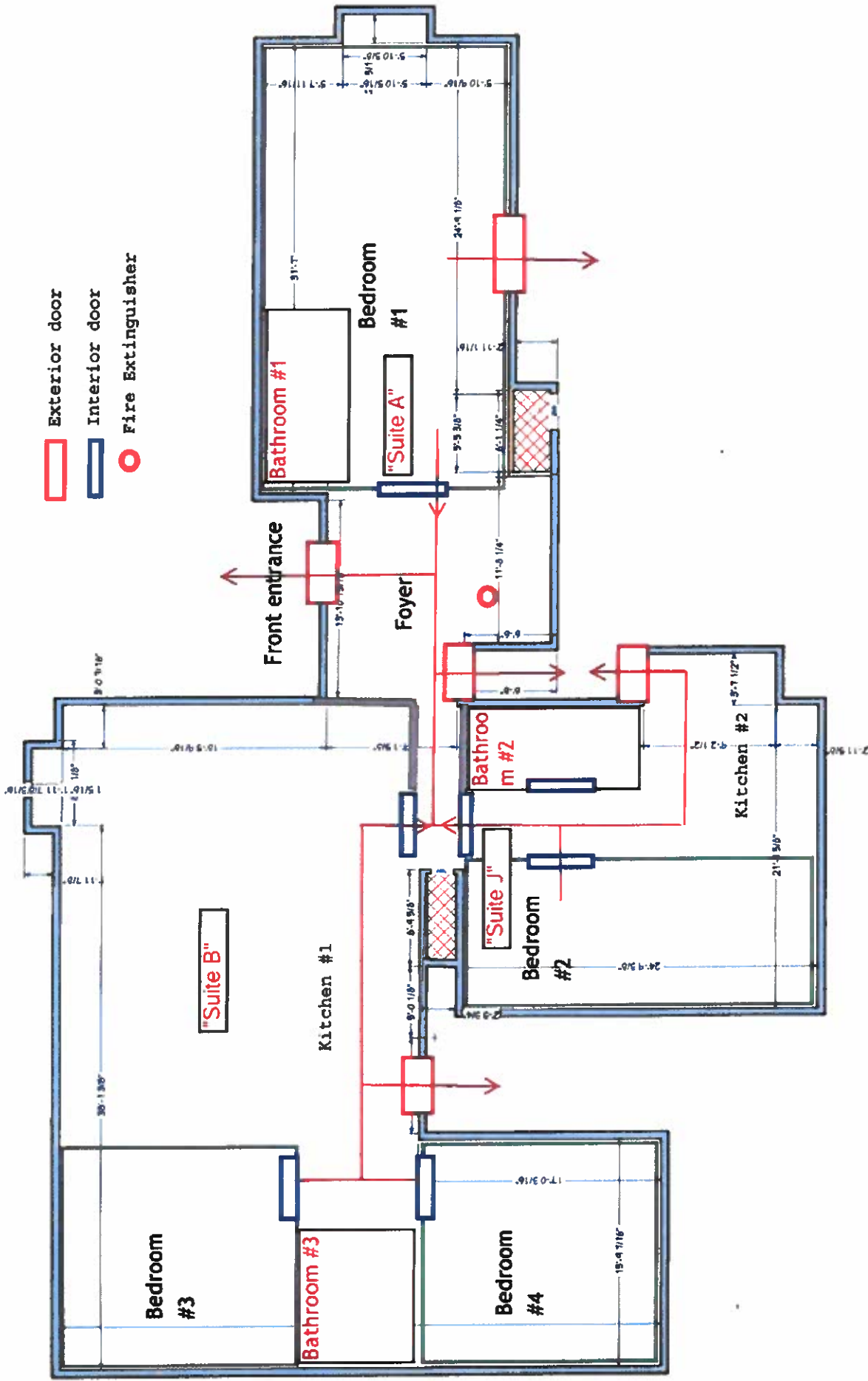
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Dwelling #2: 502 E BROWN ST, UNIT C, ALPINE TX 79830-3238

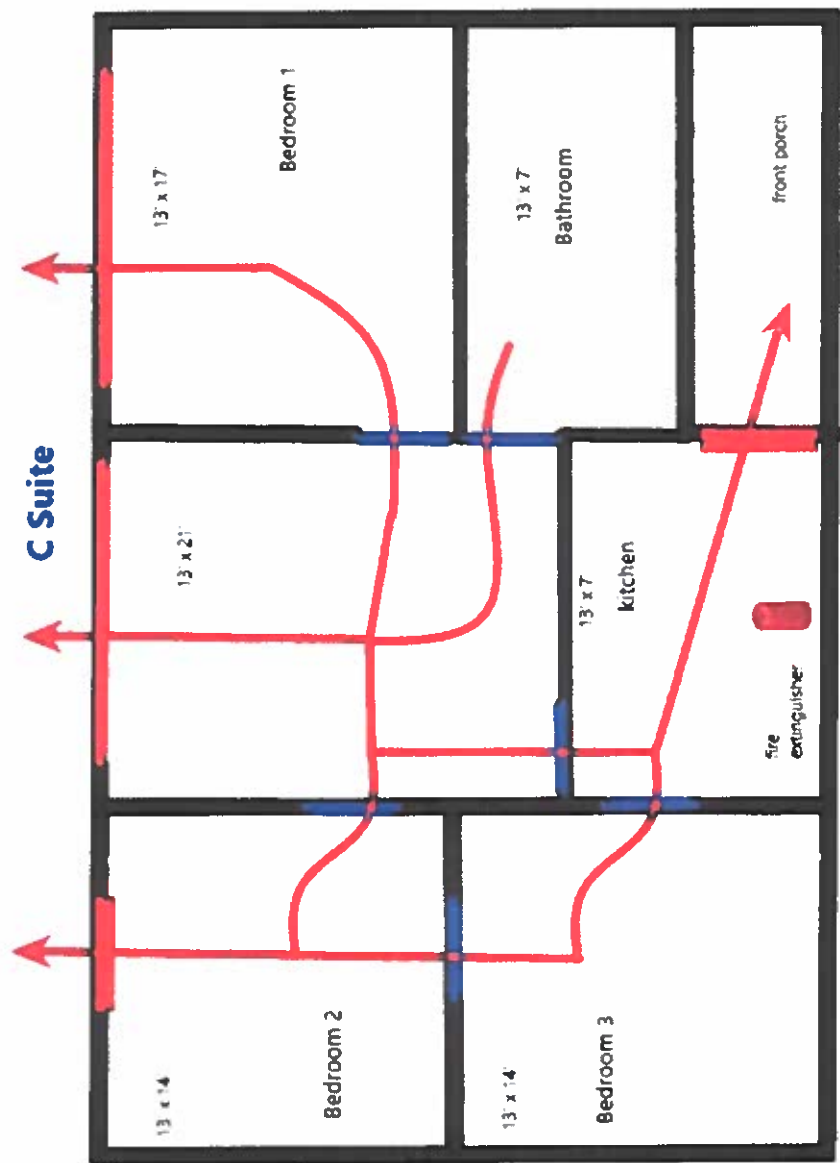
Occupancy: Rental	Residence Type: [REDACTED]	Construction Type: [REDACTED]	Year Built: [REDACTED]	Protection Class Code: [REDACTED]	Territory: [REDACTED]
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Coverage Detail

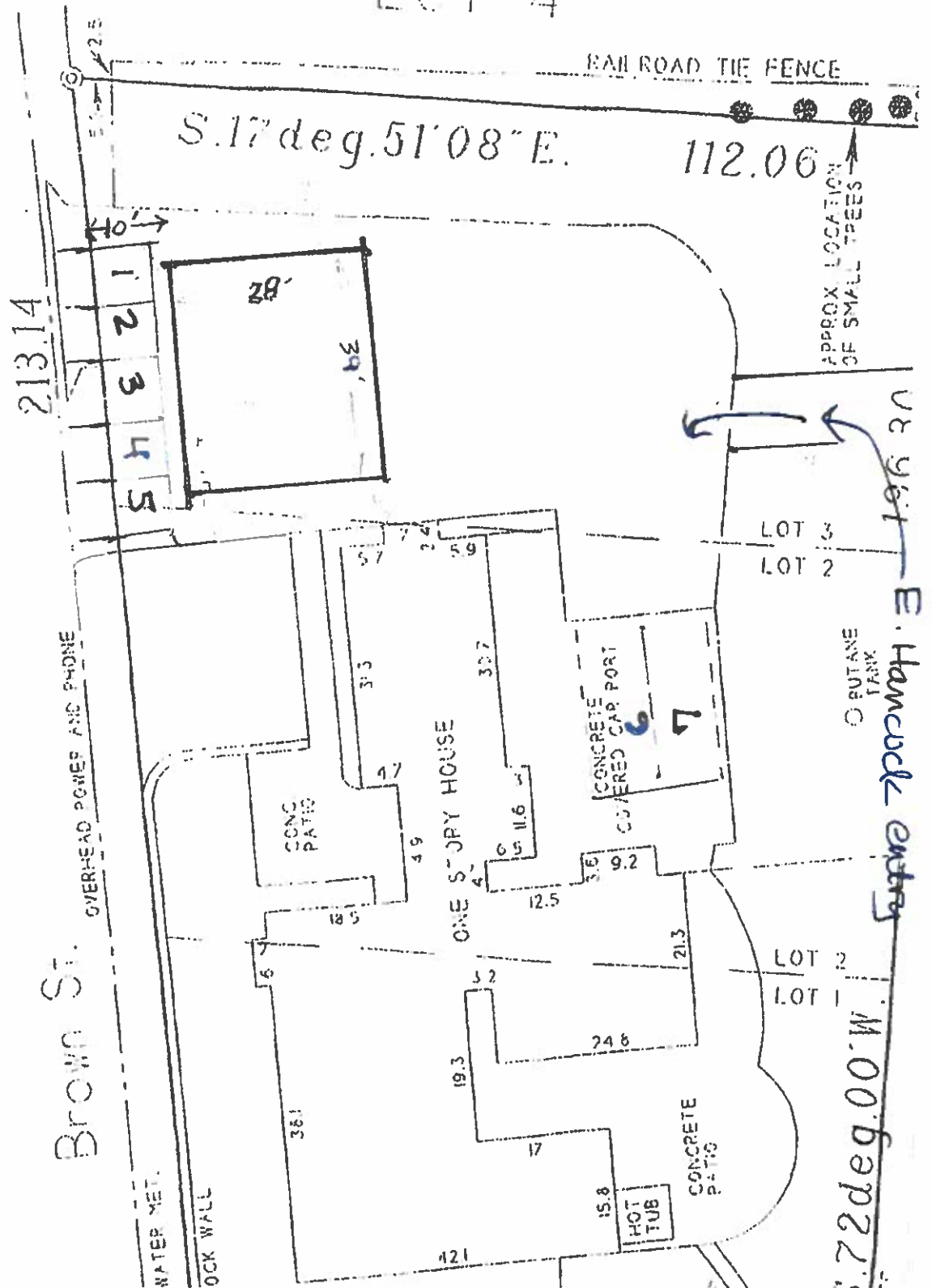
Coverage	Limit / Description	Premium
General Liability	Commercial General Liability Insurance	\$1,200.00
Auto Liability	Commercial Auto Liability Insurance	\$800.00
Workers Compensation	Workers Compensation Insurance	\$1,500.00
Health Insurance	Health Insurance	\$2,500.00
Dental Insurance	Dental Insurance	\$1,000.00
Life Insurance	Life Insurance	\$1,000.00
Disability Insurance	Disability Insurance	\$1,000.00
Professional Liability	Professional Liability Insurance	\$1,000.00
Umbrella Insurance	Umbrella Insurance	\$1,000.00
Other Insurance	Other Insurance	\$1,000.00



rear parking & yard



LOT 4



REDACTED DL

TAX RECEIPT

01/06/2021 01:39PM

Brewster County Tax Office
107 W Ave E #1 432-837-2214
Alpine, TX 79830

Receipt Number

927070

Date Posted 01/06/2021
Payment Type P
Payment Code Full
Total Paid

PAID BY:

ALEXANDER EMILY H
502 E BROWN
ALPINE, TX 79830

Property ID	Geo	Legal Acres	Owner Name and Address								
11094	971900040001000000	0.3796	ALEXANDER EMILY H 502 E BROWN ALPINE, TX 79830								
Legal Description											
HANCOCK D, BLOCK 4, LOT 1-3											
Situs	DBA Name										
502 E BROWN ALPINE, TX											
Entity	Year	Rate	Taxable Value	Stmnt #	Void	Original Tax	Discnts	P&i	Att Fees	Overage	Amount Pd
Big Bend Regional	2020	0.10708		286	N		0.00	0.00	0.00	0.00	
Hospital District	2020	0.38980		286	N		0.00	0.00	0.00	0.00	
Brewster County	2020	0.55375		286	N		0.00	0.00	0.00	0.00	
City of Alpine	2020	1.29470		286	N		0.00	0.00	0.00	0.00	
Alpine ISD	2020										

Balance Due As Of 01/06/2021: .00

Tender	Details	Description	Amount
Check	553		

Operator Batch
Donna 9382 (01/06/2021)

Total Paid
\$0.00

Information regarding basics for each suite. ^(on hosting app and printed)
Additional information, not included here, is provided
for each specific suite's amenities.

The 19th Hole

502 E Brown St, Alpine TX 79830

Trash

The dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Maintenance issues

Please contact your host if there are any maintenance issues that come up!

As well, we understand that accidents happen. But we do ask that you please let us know when they do. Chances are we can fix them as effortlessly as possible which also means saving future guests the inconvenience of repair time.

Parking

It is suggested that you initially park in the parking area located next to the mailbox and enter the house from the main door.

If you would like to park in the carport in back of the house, here are directions:

Facing the golf course from the front of the house, turn right (east) on Brown Street and then immediately right on Garnet St. Turn immediately right again on Hancock Ave. The drive into the back of the property is on the right hand side of Hancock immediately past the "No Parking" sign.

Please do NOT attempt to close or open the gate in the back driveway. If you need this to be done, please contact us!

About the Co- Host, Surrena (432-294-3643)

A long time Alpine resident, Surrena enjoys walks with her favorite dog and lives minutes away. In the event that you need anything or have any questions, she is available via the Hosting App or her telephone. She is very knowledgeable about the area and the house!

About owner, Emily (432-386-6111)

Hi, I'm Emily! I've lived primarily in Alpine since the 1980's, and am originally from Austin, Texas. I enjoy all that the area has to offer (like the clean air) and especially

hiking and bicycling to explore the Big Bend area of Texas. I'm available via the Hosting App or by telephone.

Before you leave

<https://visitalpinetx.com/>

<https://visitbigbend.com/>

<https://www.alpinetexasguide.com/outdoor-activities.html>

Lots of things to do in the area!

Smoking policy

We have a STRICT NON-SMOKING POLICY INDOORS. DO NOT LEAVE ANY TRACE OF tobacco on the property.

We have a STRICT NO DRUG USE POLICY ON THE PROPERTY as well!

Driving directions

Directions from your host:

502 E. Brown St.

Alpine, TX 79830

1. If you are traveling into Alpine on US-67/US-90, turn north on 5th Street (TX-118.) Travel 0.4 miles and turn right onto E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 2. If you are traveling into Alpine on TX-118 S, turn left on E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 3. If you are coming into Alpine on TX-118 N, turn right onto E. Holland Ave. In 0.1 mile, turn left onto N. Harrison St. In 0.5 miles, turn left onto E. Brown Ave. The 19th Hole Suite B is located 0.3 mile at 502 E. Brown St. and is on the left.
- It is suggested that you initially park in the parking area located next to the mail box (in the picture above.) and enter the house from the main door. Please see "Check-in" in the Hosting App to navigate to the front door!

Checkout

1. It would be great (but not necessary) if you'd let us know when you leave- through the Hosting App or via phone!
2. Want that extra hour to leave? That should be fine, but please check with us first.
3. We kindly ask that prior to leaving, you clean any dishes or kitchenware used and

put any dirty towels in the area near the shower or in the provided hamper.

4. When leaving, pull the door firmly toward you and simply hit the lock icon to lock it.

5. If you need to take trash out during your stay, the dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Pets

Sorry, as much as we like pets, they are not allowed.

Check-in

We will send you a code to the keypad on the main door of the house a few days before your arrival. Please follow directions to get to the property at 502 E. Brown St. Alpine, Texas.

Arriving slightly early? That should be fine, but please check with us first.

1. It is suggested that you initially park in the parking area located next to the mail box and enter the house from the main door. If you arrive during daylight, you may decide it is easier to unload and enter through the rear doors. (see "Parking" section above to move to the back)

2. Go through the gate and immediately turn right, walk up two steps and down the sidewalk

3. The keypad is located on the main door

**** IMPORTANT:** Push the lock icon on the keypad after entering your 4 digit code to unlock the door.

**** IMPORTANT:** When leaving, pull the door firmly toward you and simply hit the lock icon to lock it!

Emergency

Big Bend Regional Medical Center: 432-837-3447

Alpine Police, Brewster County Sheriff and Fire dispatch: 911-

This address is 502 E. Brown St, Alpine, TX 79830

Non-emergent contact:

Alpine Police: 432 837 3486

Alpine Vol Fire Dept: 432-837-2366

See additional printout for Hyper-Reach (emergency information communication)

Emergency exit route instructions:

5 exits available-

1. Main front door opens to the exterior of the house on the north side of the property.
2. An exterior door in the foyer opens to the south side of the property.
3. An exterior door in the large kitchen opens to the south side of the property
4. An exterior door in the second kitchen opens to the south side of the property.
5. A sliding glass door in the master bedroom opens to the south side of the property

Noise policy

To be considerate to the neighbors and any guests in the other house on the property, we kindly ask to keep things on the quieter-side after 10 p.m.

Access rental

We will send you a 4 digit code to the main door keypad via message via the Hosting App several days prior to your arrival.

See "Check-In" in the Hosting App for further instructions.

Hyper-Reach



the power of instant communication

Get Emergency Information When You Need It – [Sign up for Hyper-Reach at](http://hyper-reach.com/txbrewstersignup.html)

<http://hyper-reach.com/txbrewstersignup.html>



What is Hyper-Reach and why is it important to me?

Hyper-Reach is an emergency message service that allows emergency officials to quickly send general and emergency messages to Brewster County residents and businesses. Only authorized officials can send messages using the Hyper-Reach system.

When will Hyper-Reach be used?

Officials will send Hyper-Reach messages in situations that affect the safety, property or welfare of the community. Those situations may include AMBER alerts, hazardous traffic or road conditions, weather emergencies, boil water advisories or evacuation notices. Messages are sent only to people living or working in the areas affected by the emergency.

Will I get a lot of messages?

Most people only get a few messages a year. Because the Hyper-Reach lets officials target messages based on the local area that's being affected, you'll only get messages when they are relevant to where you live or work – depending on what addresses you register.

Does the Hyper-Reach system already have my telephone number, or do I need to sign up to receive Hyper-Reach messages?

The Hyper-Reach database contains information received from public databases, including regional phonebooks. However, mobile phone numbers and email addresses are not in the database. You are strongly advised to [sign up for Hyper-Reach](http://hyper-reach.com/txbrewstersignup.html) so we can reach you with emergency information.

Does Hyper-Reach cost me anything?

No. Hyper-Reach is paid for by Brewster County and there is no charge to you for signing up or receiving messages. Normal airtime or text message charges may be charged by your phone company.

Can I register more than one address?

Yes. You can register as many addresses in Brewster County as you like, such as your home address, work, or even a relative's address. That way, you can be alerted when an emergency affects an address that's important to you.

Is my personal information protected?

Hyper-Reach takes security and privacy concerns very seriously. They will not sell, trade, lease or loan any citizen registration data to third parties.

How will I recognize a Hyper-Reach message?

A Hyper-Reach message will have a caller ID of 432-547-9858. We suggest you program that number in your cell phone as a "new contact" and use "Hyper-Reach Emergency" as the contact name. If you need to replay the emergency messaging message again, simply dial the number and you will be able to hear the message again.

What should I do if I receive a Hyper-Reach message?

Listen carefully to the entire message and follow any instructions given. You will have the option to repeat the message by pressing any key. Do not call 911 for further information unless directed to do so or if you need immediate aid from the Police or Fire department.

What circumstances might prevent a message from being delivered to me?

- If your contact information has changed and you have not registered your new information.
- If you have a privacy manager on your main phone and you did not register an alternate phone number. Brewster County will receive a report of undelivered calls and can instruct the Hyper-Reach system to begin another round of calls to busy numbers. It is best to have an alternate phone number in the calling database for these situations. You can also have messages delivered by text message in addition to a voice message.

The 19th Hole C-Suite
502 E Brown St, Alpine TX 79830

Trash

The dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.)

Maintenance issues

Please contact your host if there are any maintenance issues that come up! As well, we understand that accidents happen. But we do ask that you please let us know when they do. Chances are we can fix them as effortlessly as possible which also means saving future guests the inconvenience of repair time.

Parking

It is suggested that you initially park in the parking area located next to the mailbox and enter the house from the main door.

If you would like to park in the carport in back of the house, here are directions: Facing the golf course from the front of the house, turn right (east) on Brown Street and then immediately right on Garnet St. Turn immediately right again on Hancock Ave. The drive into the back of the property is on the right hand side of Hancock immediately past the "No Parking" sign.

Please do NOT attempt to close or open the gate in the back driveway. If you need this to be done, please contact us!

About the Co- Host, Surrena (432-294-3643)

A long time Alpine resident, Surrena enjoys walks with her favorite dog and lives minutes away. In the event that you need anything or have any questions, she is available via the Hosting App or her telephone. She is very knowledgeable about the area and the house!

About owner, Emily (432-386-6111)

Hi, I'm Emily! I've lived primarily in Alpine since the 1980's, and am originally from Austin, Texas. I enjoy all that the area has to offer (like the clean air) and especially hiking and bicycling to explore the Big Bend area of Texas. I'm available via the Hosting App or by telephone.

Before you leave

<https://visitalpinetx.com/>

<https://visitbigbend.com/>

<https://www.alpinetexasguide.com/outdoor-activities.html>

Lots of things to do in the area!

Smoking policy

We have a **STRICT NON-SMOKING POLICY INDOORS. DO NOT LEAVE ANY TRACE OF tobacco** on the property.

We have a **STRICT NO DRUG USE POLICY ON THE PROPERTY** as well!

Driving directions

Directions from your host:

502 E. Brown St.

Alpine, TX 79830

1. If you are traveling into Alpine on US-67/US-90, turn north on 5th Street (TX-118.) Travel 0.4 miles and turn right onto E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 2. If you are traveling into Alpine on TX-118 S, turn left on E. Brown. The 19th Hole Suite B is located 0.3 miles at 502 E. Brown St. and is on the right.
 3. If you are coming into Alpine on TX-118 N, turn right onto E. Holland Ave. In 0.1 mile, turn left onto N. Harrison St. In 0.5 miles, turn left onto E. Brown Ave. The 19th Hole Suite B is located 0.3 mile at 502 E. Brown St. and is on the left.
- It is suggested that you initially park in the parking area located next to the mail box (in the picture above.) and enter the house from the main door. Please see "Check-in" in the Hosting App to navigate to the front door!

Checkout

1. It would be great (but not necessary) if you'd let us know when you leave- through the Hosting App or via phone!
2. Want that extra hour to leave? That should be fine, but please check with us first.
3. We kindly ask that prior to leaving, you clean any dishes or kitchenware used and put any dirty towels in the area near the shower or in the provided hamper.
4. When leaving, pull the door firmly toward you and simply hit the lock icon to lock

it.

5. If you need to take trash out during your stay, the dumpster is located on Brown Street at the end of the property (look toward the end of the bamboo hedge.) There is a gate close to the dumpster located in the back yard.

Pets

Sorry, as much as we like pets, they are not allowed.

Check-in

We will send you a code to the keypad on the main door of the house a few days before your arrival. Please follow directions to get to the property at 502 E. Brown St. Alpine, Texas.

Arriving slightly early? That should be fine, but please check with us first.

1. It is suggested that you initially park in the parking area located next to the mail box and enter the house from the main door. If you arrive during daylight, you may decide it is easier to unload and enter through the rear doors. (see "Parking" section above to move to the back)

2. The C-Suite entrance is directly in front of the parking area.

3. The keypad is located on the main door

**** IMPORTANT:** Push the lock icon on the keypad after entering your code to unlock the door.

**** IMPORTANT:** When leaving, pull the door firmly toward you and simply hit the lock icon to lock it!

Emergency

Big Bend Regional Medical Center: 432-837-3447

Alpine Police, Brewster County Sheriff and Fire dispatch: 911-

This address is 502 E. Brown St, Alpine, TX 79830

Non-emergent contact:

Alpine Police: 432 837 3486

Alpine Vol Fire Dept: 432-837-2366

See additional printout for Hyper-Reach (emergency information communication)

Emergency exit route instructions:

4 exits available-

1. Front front door opens to the exterior of the house from the kitchen on the north side of the property.

2. An exterior door in the southeast bedroom opens to the south side of the property.
3. A large glass garage door in the living area opens to the south side of the property
4. A large glass garage door in the "master" bedroom opens to the south side of the property.

Noise policy

To be considerate to the neighbors and any guests in the other house on the property, we kindly ask to keep things on the quieter-side after 10 p.m.

Access rental

We will send you a code to the main door keypad via message via the Hosting App several days prior to your arrival.

See "Check-In" in the Hosting App for further instructions.

- d. Short Term Rental Special Use Permit for 708 Cactus Stl Owners of Record are Ruben & Paige Losoya.

TRANSIENT/SHORT-TERM RENTAL INSPECTION CHECKLIST

CITY OF ALPINE

Initial inspection: At the time of initial application the short-term rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the International Residential Code, International Fire Code, Property Management Code and City of Alpine Short-Term Rental ordinance, related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. A follow up inspection is included in the initial fee. Any further inspections will cost \$ 35.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address 708 S Cactus #1 Property Owner Paige Losoya Phone (210) 559-6296
Local Representative "same" Phone "same"

Parking Diagram approved Yes / No

Number of occupants approved Yes / No

General Requirements:

- ☒ House numbers installed and clearly visible from street.
- ☒ Smoke alarms installed in all sleeping rooms.
- ☒ Carbon Monoxide detectors as required by fire code
- ☒ Fire Extinguisher or Sprinkler System

Sanitation:

- ☒ All plumbing fixtures connected to sanitary sewer with Approved P-traps.
- ☒ All plumbing fixtures connected to approved water supply Hot and cold water.
- ☒ No signs of mold or mildew on wall surfaces.
- ☒ No signs of infestation from rodents or insects.
- ☒ All sanitary facilities installed and maintained in safe and Sanitary condition.

Safety:

- ☒ Basement and all sleeping rooms are provided with windows Designed to meet egress standards or exterior doors
- ☒ All stairs, decks, and balconies over 30 inches in height are Provided with approved guardrails.
- ☒ Requirements of the IBC and IRC are met for dwelling units.
- ☒ Dwelling has no broken windows or doors
- ☒ No broken, rotted, split, buckled or exterior wall or roof Coverings that affect the protection of the structural elements Behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient/short-term rental permit.

To request an inspection please call 432.837.3281 Building Services.

Mechanical:

- ☒ Every habitable room contains at least two electrical outlets and light fixtures.
- ☒ All electrical equipment, wiring, and appliances have been installed and are in a safe manner

- ☒ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes maintained in safe working condition.
- ☒ Dwelling has proper ventilation in all rooms and areas where fuel All fuel burning appliances are installed.

Structural:

- ☒ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☒ No split, lean, list, or buckle of dwelling walls, partitions or other Vertical supports due to defective material or deterioration.
- ☒ No evidence of decay or damage to exterior stairs or decks.

Inspected by: DAVID HALE TCFP w/permit Approved DT Date: 3.31.2021
Requires re-inspection _____ Approved _____ Date: _____

To: City of Alpine

From: Paige Losoya

Subject: STR Special Use Permit Application – Letter

The house located at 708 S Cactus St., #1 in Alpine is a mobile home and is located in a small mobile home park on the property that is owned by Ruben and Paige Losoya of 205 Rosebud St., Boerne, TX 78006. The mobile home park has 5 long term renters and is located on the Southeast side of the 3 acre lot.

The property was purchased in 2018 and the owners have invested time and resources in improvements to the land and to structures. The short term rental which has been totally renovated inside and out, landscaping and outdoor features have been added and other improvements, such as replacing all sewer lines in the mobile home park, has increased the value and beautification to the mobile home park and other residents along S Cactus St.

The short term rental is the first house inside the mobile home park directly facing S. Cactus St and the guests do not interact with other renters/residents. The owners have required long term residents to remove trash and debris and clean up respective properties to make for an outstanding experience for the short term rental guests.

PARKING PLAN – The short term rental home has a carport and can fit 2 vehicles. There is also designated parking on the south side and will accommodate 1 vehicle.

City of Alpine Short-Term Rental Special Use Permit Application Checklist

✓ **Application:** Completed Short-Term Rental (STR) Special Use Permit Application

✓ **\$350.00 STR Special Use One Time Permit Fee:** Cash, check, or money order payable to the City of Alpine. The permit application fee is non-refundable.

✓ **Method of Payment:** CHECK (personal) #2179

3/31/21 **Fire Inspection Appointment:** The operator will receive a call to schedule

Please complete and submit the following attached documents with your application

1. ✓ **Short-Term Rental Registration Form:** Completed STR Registration Form
2. ✓ **STR Local Representative Certification:** See attachment. Please provide a copy of Driver's License if different from STR owner
3. ✓ **Homeowner's Association Declaration:** See attachment
4. ✓ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete insurance waiver (See attachment). If operator chooses to opt-out of property insurance a General Release of Liability MUST be signed by the operator.

Please submit the following documents with your application

5. ✓ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
6. ✓ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
7. ✓ **Parking Plan Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way
8. ✓ **Driver's License:** Please provide a copy of STR owner's driver's license
9. ✓ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
10. ✓ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

For Building Services Use Only

Date Submitted: _____ Receipt No: _____

BLD Inspection: _____ Fire Inspection: _____

Approved: _____ Not Approved: _____

City of Alpine, Texas

Short-Term Rental Special Use Permit (STR-SUP) Application

STR-CUP Application Fee is \$350.00 per property. (non-refundable) Please complete one application per property

STR Type: ☐ Owner Occupied ☒ Single Unit Non-Owner-Occupied ☐ Multi-Unit Non-Owner Occupied

Existing/New Structure: ☒ Existing Structure ☐ New Construction

PART 1. PROPERTY INFORMATION

Street address of property

1708 S. Cactus St. #1

Legal description of property (must provide copy of survey or describe meets and bounds on 8 1/2 x 11 sheet)

Lot Block Addition

Square footage of property

1000 sq ft

Number of Bedrooms & Units

2 Bedrooms

Size of property lot

Present zoning district

Proposed use of the property

Short-Term Rental ☒

Zoning ordinance provision requiring a conditional use (This box will be completed by the Building Official)
STR

PART 2. PROPERTY OWNER INFORMATION

Name of current property owner(s) (Use separate sheet of paper with additional owners' information if necessary)

Ruben and Paige Losoya

Mailing address of property owner (cannot be P.O Box)

205 Rosebud St.

City/State/Zip code of property owner

Boerne TX 78006

Telephone number of property owner

210 559 6296

Email address of property owner

losoya36@gmail.com

PART 3. DESIGNATED OPERATOR'S INFORMATION

Name of designated operator

Darrell Losoya

Designated operator's physical address (must be located within 30 minutes of STR property)

810 S Cactus St.

City/State/Zip code of designated operator

Alpine TX 79830

Telephone number of designated operator

432-294-1560

Email address of designated operator

PART 4. SUPPORTING DOCUMENTS

Please complete and submit the following attached documents with application

1. ☐ **STR Local Representative Certification:** Please provide a copy of Driver's License if different from STR owner)
2. ☐ **Homeowner's Association Declaration:** See attachment
3. ☐ **Proof of Property Insurance:** Please complete attachment and provide a copy of a property insurance summary that states STR coverage is included and/or complete General Release of Liability waiver (See attachment)

Please submit the following documents with your application

4. ☐ **Letter:** Submit a letter describing the proposed STR use, describe whether the proposed STR will, or will not cause substantial harm to the value, use, or enjoyment of the other properties in the neighborhood. Also describe how the proposed STR will add to the value, use or enjoyment of other properties in the neighborhood.
5. ☐ **Floor Plan:** A Sketch floor plan of the dwelling with dimensional room layout. Please identify sleeping areas, evacuation route(s) and location of fire extinguishers.
6. ☐ **Parking Requirement:** A site plan/survey of the property that indicates the maximum number of vehicles that can be legally parked on the property. Parking spaces cannot include on-street parking, sidewalks, alleys or other public rights-of-way (see example)
7. ☐ **Driver's License:** Please provide a copy of STR owner's driver's license
8. ☐ **Proof of STR Property Ownership:** Property tax documents, deed, or copy of title (all owners must sign application)
9. ☐ **Info Sheet:** A copy of the informational sheet/brochure that is provided to guests of the STR. Please include:
 - A.) The 24-hour contact information of the STR owner or local representative
 - B.) Neighborhood info such as parking and noise restrictions, trash collection schedules, etc.
 - C.) Emergency and non-emergency telephone numbers for police and fire departments
 - D.) Instructions for obtaining severe weather, natural or man-made disaster alerts.

Part 5. ADDITIONAL SUPPORTING DOCUMENTS FOR COMERCIAL PROPERTIES ONLY

10. ☐ **Illumination Plan** (see attachment)

PART 6. ADDITIONAL SUPPORTING DOCUMENTS FOR NEW CONSTRUCTION ONLY

11. ☐ **Site Application Form B:** Application of site plan approval (Section 20, see attached Form "B") The site plan submission shall meet the requirements of Section 20.04 (A)(E) Site Plan Requirements.
12. ☐ **Letter:** Submit a letter describing conditional requirements or conditions imposed upon the particular conditional use by applicable district regulations

PART 7. ACKNOWLEDGEMENTS

☐ All STR-SUP applications are assumed to be complete when filed and will be placed on the agenda for public hearing at the discretion of the staff. Based on the size of the agenda, your application may be scheduled to a later date.

☐ At least ten (10) before the public hearing for a STR-CUP application, the city will send written notice to all property owners within 200 feet of the STR to inform them of the use of the STR-CUP application. The notice will provide the applicant's 24-hour contact information and information about STR regulations.

☐ All public hearings will be opened, and testimony given by the applicants and interested citizenry. Public hearings may be continued to the next public hearing. Public hearings will not be tabled.

☐ Any changes to a site plan (no matter how minor or major) approved with a STR-SUP can only be approved by city council through the public hearing process.

Any application for a change in zoning or for an amendment to the zoning ordinance shall have, from the date of submittal, a period of four months to request and be scheduled on an agenda before the Planning and Zoning Commission and City Council. If after said period of four months an application has not been scheduled before the commission and city council said application, along with the required filing fee may be resubmitted any time thereafter for reconsideration. Delays in scheduling applications before the Planning and Zoning Commission and City Council created by city staff shall not be considered a part of the four month period.

All short-term rentals are subject to fire inspections before issuance of a STR-SUP permit. The inspections will include compliance with the 2018 International Fire Code, 2015 International Residential Code, 2015 International Building Code and all applicable City of Alpine Code of Ordinances.

After a STR-SUP is approved, all short-term rentals must register with the city annually. There is a \$100 annual registration fee.

All short-term rentals are required to pay a hotel occupancy monthly or quarterly to the City of Alpine. Failure to register and pay for HOT taxes is grounds for revocation of a STR-SUP.

I have read and understand all of the requirements as set forth by the application for a Short-Term Rental Special Use Permit and acknowledge that all requirements of this application have been met at the time of submittal.

PART 7. SIGNATURE TO AUTHORIZE FILING OF A STR-SUP (ALL PROPERTY OWNERS MUST SIGN, SUBMIT AN ADDITIONAL SIGNATURE PAGE IF NECESSARY)

Ruben Losoya

Print Property Owners Name

[Signature]
Property Owners Signature

The State Of Texas

County Of Vandall

Before Me Theresa Peck
(Notary)

on this day personally appeared Ruben Losoya
(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30 day of April, A.D. 2021



Notary in And for State of Texas

Paige Losoya

Print Property Owners Name

[Signature]
Property Owners Signature

The State Of Texas

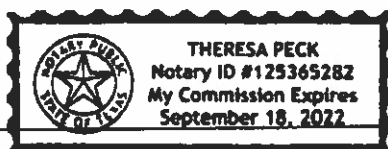
County Of Vandall

Before Me Theresa Peck
(Notary)

on this day personally appeared Paige Losoya
(Applicant)

Known to me (or proved to me on the oath of card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal) Given under my hand and seal of the office this 30 day of April, A.D. 2021



Notary in And for State of Texas

Already on file

**CITY OF ALPINE
SHORT TERM RENTAL REGISTRATION**

Completed Jan '21 - ☐ New ☐ Change

SECTION 1: PROPERTY INFORMATION		
Property Name	Street Number 108	Street Name S Cactus St. #1
LEGAL DESCRIPTION		
Addition, Block, Lot		Total Number of Units in Building 1

SECTION 2: OWNER INFORMATION Complete at least one listed below		
A. Individual Ownership		
Owner First Name Paige	Owner Last Name Losoya	Primary Telephone Number 210 559 6296
Mailing Address 205 Rosebud St. Boerne TX 78006		Email Address losoya36@gmail.com
B. Corporate Ownership		
Ownership Form: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Kiosk <input type="checkbox"/> Other (Please Explain)		
Business Name		
Contact First Name	Contact Last Name	Primary Telephone Number
Mailing Address		Email Address

SECTION 3: PROPERTY MANAGER If Different than owner	
A. Individual Ownership	
Property Manager Name Paige Losoya	Primary Telephone Number 210 559 6296
Mailing Address 205 Rosebud St Boerne TX 78006	Email Address losoya36@gmail.com

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

Paige Losoya
Applicant's Signature

Paige Losoya
Printed Name

3/4/21
Date

Office Use Only
Received Date: 10/24/20
By: [Signature]



SHORT TERM RENTAL REGISTRATION

SECTION I: PROPERTY INFORMATION

• **PROPERTY NAME**

Desert Flamingo

• **STREET ADDRESS**

708 South Cactus St., #1

Address, City, State, Zip

LEGAL DESCRIPTION

mobile home short term rental

Addition, Block, Lot

• **TOTAL NUMBER OF RENTAL UNITS**

1

Number of separate rental units in building (capacity for multiple stays simultaneously)

SECTION II: OWNER INFORMATION

A. INDIVIDUAL OWNERSHIP

Please fill out this section if you own and operate the Short Term Rental (STR) individually and not through an officially established business. If you operate this STR through an established business, skip to section B. You are **REQUIRED** to fill out either Section A or Section B.

OWNER FIRST NAME

Paige

OWNER LAST NAME

Losoya

PHONE

2105596296

MAILING ADDRESS

205 Rosebud St., Boerne, TX 78006

Address, City, State, Zip

EMAIL

paigelosoya@gvtc.com

B. CORPORATE OWNERSHIP**OWNERSHIP FORM**

- ☐ Partnership
☐ Corporation
☐ LLC
☒ Other (Please Explain)

Other (Please Explain)

Individually owned

If you selected "other" under Ownership Form, please explain here.

BUSINESS NAME

NA

CONTACT FIRST NAME**CONTACT LAST NAME****PHONE**

Ex. (123) 456-7890

This is generally the business owner or manager

MAILING ADDRESS**EMAIL**

Address, City, State, Zip

SECTION III: PROPERTY MANAGER

Fill out this section if you have a Property Manager who is different than the Owner

PROPERTY MANAGER FIRST NAME**PROPERTY MANAGER LAST NAME****PHONE**

Paige

Losoya

2105596296

MAILING ADDRESS**EMAIL**

205 Rosebud St., Boerne, TX 78006

paigelosoya@gvtc.com

Address, City, State, Zip

TERMS OF ACCEPTANCE & SIGNATURE

I acknowledge that all information supplied above is true and correct to the best of my knowledge or belief. I further acknowledge that the Short Term Rental that I own is subject to all provisions of the orders and ordinances of Alpine, and all of the provisions of the codes, statutes, and rules adopted under the codes and statutes of the State of Texas regarding Short Term Rental establishments. I acknowledge that as a Short Term Rental owner I am responsible for the payment of Hotel Occupancy Taxes amounting to 7% per stay. I understand that payment of Hotel Occupancy Taxes is payable to the City of Alpine.

*** ELECTRONIC SIGNATURE***** Date**

Paige Losoya

10/24/2020

Please type your first and last name

Format: MM/DD/YYYY

☒ I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

CITY OF ALPINE
STR LOCAL REPRESENTATIVE CERTIFICATION

☒ **New** ☐ **Change**

24-hour Representative: The short-term rental owner and designated representative's name, physical address, email address and phone number must be provided to the City upon permit application and annual renewal. The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes, and if requested they must respond. If there is a change in the designated representative the property owner must immediately submit to the City the name and contact information of the new representative.

Short-Term Rental Address: 708 S. Cactus St. #1 Alpine TX 79820

Property Owner Name: Paige Losoya

Local Representative:

Name: Darren Losoya **Telephone:** 432-294-1560

Physical Address: 810 S. Cactus St **Email:** _____

Mailing Address: Same as above

Local Representative Responsibilities:

- The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants.
- A 24-hour representative must be able to physically respond to the short-term rental site within 30 minutes.
- If there is change in the designated representative the property owner must submit to the City the name and contact information of the new representative.
- Neighbor Notice: The City shall provide an initial mailing or email to neighbors within a 200-foot radius of the short-term rental property address. The notice shall contain the owner and representative contact information, a parking plan, and the city website address where the information is also posted. The neighbors and the city shall be immediately informed whenever there is a change in contact information.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above. Please provide a copy of Driver's License if different from STR property owner.

Local Representative Signature: [Signature] **Date:** 3/12/2021

Property Owner's Signature: Paige Losoya **Date:** 3/4/21

CITY OF ALPINE
STR HOMEOWNER'S ASSOCIATION DECLARATION

I DECLARE the homeowner's association for which this property belongs allows transient rental /short-term rental dwellings.

(Property Address)

(Managing HOA Representative Signature)

Date: _____

OR

I DECLARE there is no Homeowners Association requirement for this property.

708 S. Cactus St #1 Alpine TX 79830

(Property Address)

Paige Losoya

(STR Owners Signature)

Date: March 4, 2021

CITY OF ALPINE
STR PROOF OF PROPERTY INSURANCE

PL I declare that I have obtained short-term-rental insurance or an insurance policy that specifically states it includes short-term-rentals for the property listed on my STR-SUP application. I have attached proof of this insurance policy to my STR-SUP application.

Paige Losoya
Property Owner's Signature

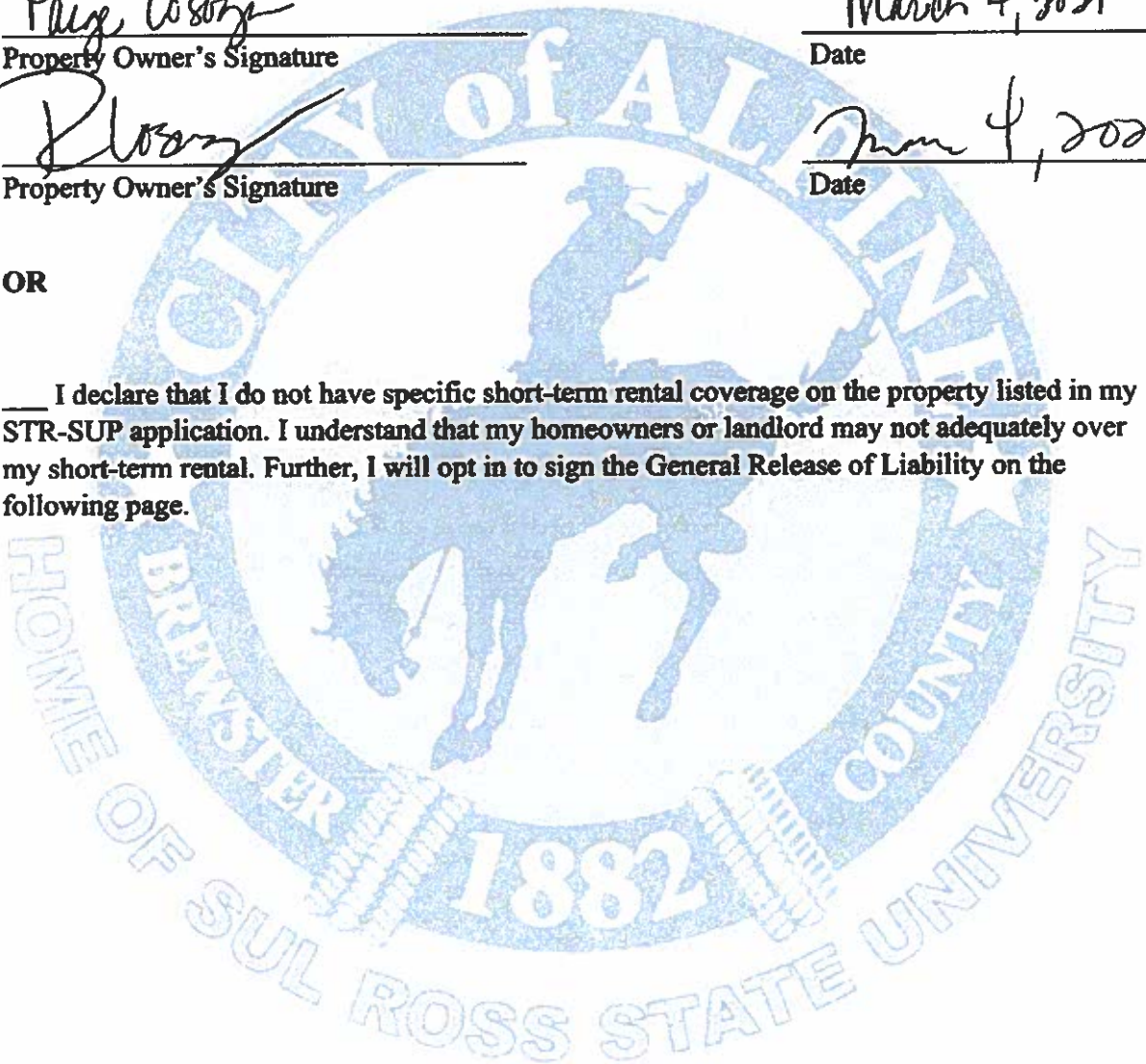
March 4, 2021
Date

[Signature]
Property Owner's Signature

March 4, 2021
Date

OR

 I declare that I do not have specific short-term rental coverage on the property listed in my STR-SUP application. I understand that my homeowners or landlord may not adequately over my short-term rental. Further, I will opt in to sign the General Release of Liability on the following page.



**MANUFACTURED HOME
DECLARATIONS**

THIS IS NOT A BILL.

Payment notice will be sent separately
to: Insured

**POLICY NUMBER
Y009612930**

New
Issued On:
09/21/2023

Insured
RUBEN LOSOYA, JR.
806 S CACTUS ST
ALPINE, TX 79830

AGENCY TS6N77
RAMOS INSURANCE AGENCY
1606-B W HWY 90
ALPINE, TX 79830

PHONE NUMBER: (432) 837-1613

POLICY PERIOD: 09/19/2020 to 09/19/2021. Each period begins and ends at 12:01 AM standard time at the insured location.

INSURED LOCATION: Same as address shown under Insured.

Coverage is provided where a premium or limit is shown for the coverage.

BREAKDOWN OF PREMIUM:

<u>Coverages</u>	<u>Limit</u>	<u>Premium</u>
COVERAGE A - Dwelling	\$30,000	\$660.00
COVERAGE B - Other Structures	\$10,000	\$33.00
COVERAGE C - Personal Property	\$10,000	\$64.00
COVERAGE D - Loss of Use	\$3,000	Incl
COVERAGE E - Premises Liability	\$100,000	\$27.00
COVERAGE F - Medical Payments to Others	\$500/\$25,000	Incl
Dwelling Actual Cash Value Loss Settlement		Incl
Fire Department Service Charge	\$500	Incl
Mold and Remediation - Property	\$3,500	Incl
Mold Exclusion - Liability		Incl
Personal Property Actual Cash Value Loss Settlement		Incl
Property Manager - Premises Liability		Incl
Water Backup of Sewers or Drains	\$5,000	\$10.00
Water Damage Coverage	Full	Incl
Inspection Fee		\$25.00
Policy Fee		\$75.00

Policy Discounts

Claims Free
Paid in Full

Dwelling Discounts

None

Total Policy Premium: \$894.00

Total Taxes & Fees: \$0.00

Total Cost: \$894.00

Note: A minimum earned premium of \$50.00 applies to this policy,
plus any applicable fully earned fees and coverages.

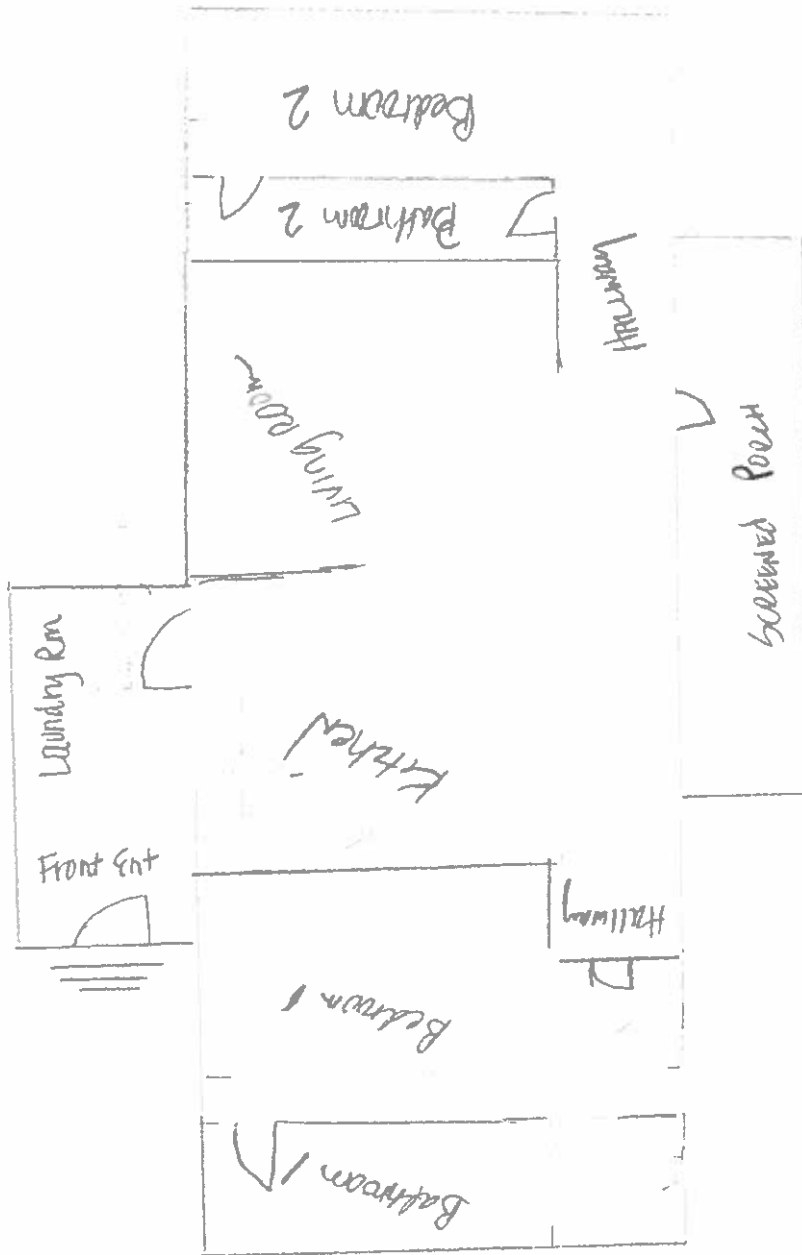
DEDUCTIBLE (Section I Only):

The AOP Deductible is \$500.

The Wind/Hail Deductible is \$1,000.

The Water Backup and Sump Overflow Deductible is \$250.

- In case of a loss under Section I, we cover only that part of the covered loss over the deductible stated.



REDACTED DL

107 WAVE #2
ALPINE, TX 79830

Phone: 432-837-2558 Fax: 432-837-3871

DATE OF NOTICE: May 22, 2020

9391 1 AB 0.419***AUTO**ALL FOR AADC 780 AADC 2 FT 35



Property ID: 28921 - 993000010011000260

LOSOYA RUBEN
AND PAIGE LOSOYA
205 ROSEBUD ST
BOERNE TX 78008-2145

Geo ID: 993000010011000260

Legal: 1980 REDMAN 14X70, #S12515964, TITLE#
90144226A041668, LOCATED: CACTUS COVE TRL PK SP#1

Legal Acres: 0

Situs: 708 S CACTUS STREET ALPINE, TX 79830

Owner ID: 29408

EFile PIN: t5mPScWQfkm

THIS IS NOT A BILL
DO NOT PAY

Dear Property Owner,

We have appraised the property listed above for the tax year 2020. As of January 1, our appraisal is outlined below.

Appraisal Information				Last Year - 2019		Proposed - 2020		
Market Value of Improvements (Structures / Buildings, etc.)				4,288		4,267		
Market Value of Non Ag/Timber Land				0		0		
Market Value of Ag/Timber Land				0		0		
Market Value of Personal Property/Minerals				0		0		
Total Market Value				4,288		4,267		
Productivity Value of Ag/Timber Land				0		0		
Appraised Value				4,288		4,267		
Homestead Cap Value excluding Non-Homesite Value (i.e. Ag, Commercial)				4,288		4,267		
Exemptions (DV - Disabled Vet; DP-Disabled Person; HS-Homestead; OV65-Over 65)								
2019 Exemption Amount	2019 Taxable Value	Taxing Unit	2020 Proposed Appraised Value	2020 Exemption Amount	2020 Taxable Value	2019 Tax Rate	2020 Estimated Taxes	Freeze Year and Tax Ceiling
0	4,288	Brewster County	4,267	0	4,267	0.388597	16.58	
0	4,288	Big Bend Regional Hospi	4,267	0	4,267	0.110758	4.73	
0	4,288	City of Alpine	4,267	0	4,267	0.545100	23.26	
0	4,288	Alpine ISD	4,267	0	4,267	1.328350	56.68	
0	4,288	Central Appraisal Distr	4,267	0	4,267	0.000000	0.00	

DO NOT PAY FROM THIS NOTICE

Total Estimated Tax: \$101.25

The difference between the 2015 appraised value and the 2020 appraised value is -39.01%. This percentage information is required by Tax Code section 25.19(b-1).

The governing body of each unit decides whether or not property taxes will increase. The appraisal district only determines the value of your property. **"The Texas Legislature does not set the amount of your local taxes. Your property tax burden is decided by your locally elected officials, and all inquiries concerning your taxes should be directed to those officials."**

If you qualified your home for a 65 and older or disabled person exemption for school taxes, the school taxes on that home cannot increase as long as you own and live in that home. The tax ceiling is the amount that you pay in the year that you qualified for the 65 and older or disabled person exemption. The school taxes on your home may not go above the amount of the ceiling, unless you improve the home (other than normal repairs and maintenance). This situation may also apply to the county, junior college district, and some cities.

Included are copies of the following documents published by the Texas Comptroller of Public Accounts: (1) Property Taxpayer Remedies; (2) Notice of Protest; and (3) Exemption Description List.

Deadline for filing a protest:
Location of Hearings:
ARB will begin hearings:

June 26, 2020
BREWSTER CAD MEETING ROOM
July 20, 2020

THIS IS NOT A BILL

To file a protest, complete the "Notice of Protest" form included with this notice by following the instructions included in the form. Mail or deliver the form to the appraisal review board at the following address no later than the deadline stated above:

Brewster CAD Meeting Room
107 W Ave E #2
Alpine, TX 79830

If you have any questions or need more information, please contact the appraisal district office at (432) 837-2558 or at the address shown above.

Sincerely,

DENISE FLORES
Chief Appraiser



DESERT FLAMINGO GUEST INFORMATION SHEET

24 Hour Contact Information

- Text/Call Owner, Paige 210.559.6296
- Call Local Representative, Darrell Losoya 432.294.1560

House Rules

- Parking under carport or on southside of house – no parking any other place
- No party or events
- Quiet time between 11P – 8A

Emergency and Non-emergency Contact

- 911
- Non-emergency – police department & fire department - 432.837.3486
- Sign up for severe weather, natural or man-made disaster alerts
 - Brewster County Texas Hyper-Reach QR Code
 - An emergency message service that allows emergency officials to quickly send general and emergency messages to Brewster County, in which Alpine resides, residents, visitors and businesses.
 - Scan or take a photo with your mobile phone camera
 - Open app and complete information based on staying at 708 S Cactus St., Alpine, TX 79830

