

**BELROSE HOMEOWNERS ASSOCIATION
LEASE ADMINISTRATION RESOLUTION**

Passed at April 1, 2009 Annual Meeting

The Belrose Community Board of Directors desires, by this RESOLUTION, to clearly define the procedures for leasing of your unit;

WHEREAS, Section 6 D of the Declaration gives the Board the power to establish resolutions and policies; and;

WHEREAS, Article 3.2 VIII, of the Bylaws outlines all leasing provisions; and;

BE IT THEREFORE RESOLVED, that the following procedures are in effect as of April 1, 2009:

BE IT HEREBY RESOLVED that the Board of Directors of Belrose Homeowners Association at a duly held Board of Directors meeting amended the Rules and Regulations of the Belrose Homeowners Association as follows:

1. The following “Leasing Policy” shall be effective as of April 1, 2009.

“Every unit owner who wishes to lease a unit shall submit to the Management Company the following items:”

- 1. A full and complete copy of the lease agreement;**
- 2. A fully completed emergency contact form; with Homeowner and Tenant information and**
- 3. A non-refundable check in the amount of \$120 to cover the administrative costs of the Association.**
- 4. Landlord must abide by the regulations stipulated in the Township Use and Occupancy Ordinance and must provide proof of compliance.**
- 5. Homeowner must provide proof of insurance for the unit and Tenant must provide proof of Renters Insurance;**
- 6. No unit may be subdivided into separate units, per the Township Ordinances.**

In addition any and all such lease agreements must be for a period of not less than one year. All such lease agreements must include a provision, which specifically identifies that the tenants will be subject to the Declaration, Bylaws and Rules and Regulations of the Association. The Landlord is responsible to provide a copy of the Declaration, Bylaws and Rules and Regulations prior to the execution of the lease agreement. To the extent that all of the above is not provided to the Association, said lease shall be considered void and invalid and the owner of the unit shall be considered in violation of the Rules and Regulations of the Belrose Homeowners Association and subject to fine and enforcement procedures.

Except, as noted above, all other Rules and Regulations shall remain in full force and effect.