Resolution of the Board of Directors

Riverbrooke Homeowners Association
Leasing Administration Resolution

WHEREAS, the Declaration of Covenants, Conditions, and Restrictions (the "Declaration") for Riverbrooke Homeowners Association grants the Board of Directors the authority to adopt rules and regulations for the governance and operation of the Association; and

WHEREAS, the Board finds it necessary and appropriate to establish reasonable administrative procedures and fees related to the leasing of homes within the community in order to maintain accurate records, promote community safety, and ensure compliance with the governing documents;

WHEREAS, Exhibit "C" Initial Use Restrictions and Rules paragraph 4 states, "Leasing of Units. 'Leasing,' for purposes of this paragraph, is defined as regular, exclusive occupancy of a Unit by any person, other than the Owner for which the Owner receives any consideration or benefit, including, but not limited to, a fee, service, gratuity, or emolument. All leases shall be in writing. Leases shall have a minimum initial term of not less than six months. Notice of any lease, together with such additional information as may be required by the Board, shall be given to the Board by the Unit Owner within 10 days of execution of the lease The Owner must make available to the lessee copies of the Declaration, By-Laws, and the Use Restrictions and Rules";

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Lease Registration Requirement**

a. All homeowners who lease or rent their property, must submit a copy of the lease agreement (with financial terms redacted if desired) and a completed Lease Registration Form to the Association or its managing agent within 10 **days** of lease execution.

2. **Administrative Fee**
   a. A **Leasing Administration Fee of $200.00** shall be charged at the time of billing by the Association near the beginning of the calendar year each year. The fee must be submitted immediately upon each new lease with application to the Association. The full annual amount is due if the home was leased for any amount of time of that calendar year. The fee charged is to cover the costs of record keeping, compliance monitoring, and administrative processing.
3. **Tenant Information**
   a. Homeowners must provide tenant contact information, vehicle information (if applicable), and any other reasonable details requested by the Association necessary to maintain community records.
4. **Compliance Responsibility**
   a. Owners are responsible for ensuring that tenants acknowledge the requirement to comply, and ensure tenant compliance with, all Association rules, regulations, and restrictions.
   b. The tenant must be provided clear and explicit exculpatory language in the lease of the governing documents and provided with copies of the governing documents for the community.
5. **Failure to Comply**
   a. Failure to submit required documentation or pay the leasing administration fee may result in fines, suspension of privileges, and/or other remedies available under the governing documents and applicable law.

CERTIFICATION

The undersigned hereby certifies that the foregoing Resolution was adopted by the Board of Directors of Riverbrooke Homeowners Association **on the 8th day of October, 2025.**

President: Srikanth Vakalapudi _____ 09/10/2025

Signature

Signature: Srikanth Vakalapudi
Srikanth Vakalapudi (Oct 9, 2025 16:26:00 EDT)
Email: srirbhoa@gmail.com