

**POLICY RESOLUTION P-2011-01
OF
THE BOARD OF DIRECTORS
OF
COURTHOUSE SQUARE HOMEOWNERS
ASSOCIATION OF GLOUCESTER, INC.**

(Rules Pertaining to Leasing)

WHEREAS, Article VI, Section 6.1 paragraph (c) titled Rules of the Declaration of Protective Covenants and Restrictions of Courthouse Square Homeowners Association of Gloucester, Inc. (the "Association") grants to the Board of Directors (the "Board") of the Association the right from time to time adopt rules to promote the well-being of the members; and all such rules and any subsequent amendments thereto shall be binding on all Members, and occupants of the Properties including their tenants, guests, and invitees...

WHEREAS, Article VI, Section 6.1 paragraph (ff) titled Leasing provides restrictions and requirements owners must follow to lease their unit; and

WHEREAS, in order to promote a more harmonious environment in the community the Board wishes to provide further clarification and processes to ensure and document that the Leasing requirements existing in the governing documents are being followed,

NOW, THEREFORE, be it resolved that the following additional rules are established for leasing Units:

- 1) Owner's who lease their unit shall provide the tenant (at his/her expense) a copy of the Declaration & the Rules & Regulations (collectively "the Rules). The Owner shall have the tenant sign an acknowledgement form stating that they received and read a copy of the Rules and Regulations.
- 2) The Owner shall within 7 days of executing a new lease or renewal, provide the Association the following information:
 - a. A copy of the fully executed lease that verifies and includes all the required provisions under Article VI, Section 6.1, Paragraph (ff) of the Declaration.
 - b. A copy of the signed acknowledgement form
 - c. A completed tenant information form
 - d. Updated Owner contact information
- 3) In the event that issues and/or violations arise with the tenant, all communication regarding the issue or alleged violation and any remedy of such shall be communicated directly with the Owner. It is the responsibility of the Owner to ensure prompt notification to the tenant and for issues to be addressed on a timely basis and resolutions are communicated to the Association.

ADOPTED AND ATTESTED to this 11 day of May, 2011 by:

~~Callan M. Walker~~

_____, Director

P.A. Lee P.A. Lee

Joseph M. Smith, Director

Summer Bowman

_____, Director

Chris J. Petrone

Christopher J. Petrone, Director

Jodi

_____, Director

_____, Director

McFulton

_____, Director

_____, Director

_____, Director