

Resolution of the Board of Directors of  
The Owners at Hampton Place, Inc.  
Establishing Leasing Administration Fee

This RESOLUTION is made and adopted to be effective as of the 26 day of June, 2020 by the Board of Directors ("Board") of The Owners at Hampton Place, Inc. ("Association").

**WHEREAS**, the Board has a duty to ensure that rental activity in the community is monitored and administered in a manner consistent with both the Association's covenants and with the general standard of the community association industry; and

**WHEREAS**, the fulfillment of this duty has a direct impact on: (A) the availability of mortgage financing in the community; (B) the availability and cost of insurance for the Association's common areas; and (C) the overall administration and governance of the community; and

**WHEREAS**, monitoring and administering rental activity requires the Board or its designees to engage in certain administrative functions, including, but not limited to, conducting routine occupancy audits of the community, gathering and reviewing certain rental-related information, ensuring that the community's rental rules are properly enforced, facilitating a standardized permitting and application process (if applicable), maintaining a rental waitlist (if applicable), gathering and updating tenant contact information, and answering rental-related questions from current and prospective owners; and


**WHEREAS**, the common expenses associated with the items listed above ("Rental Monitoring Expenses") would not be incurred *but for* the rental activity of Owner-Landlords; and


**WHEREAS**, the Board believes that it is equitable and in the best interest of the Association to require Owner-Landlords to reimburse the Association for the Rental Monitoring Expenses that are incurred as a direct result of the conduct of those Owner-Landlords; and

**WHEREAS**, Article VI, Section (l)(g) (as amended) of the Declaration of Covenants, Conditions, Easements and Restrictions for Hampton Place, recorded in Deed Book 7425, Page 73, *et seq.*, Gwinnett County, Georgia records ("Declaration") authorizes the Association to impose a Leasing Administration Fee against occasioned Owner-Landlords; and

**NOW, THEREFORE**, in accordance with the Declaration, the Board of Directors of the The Owners at Hampton Place, Inc. hereby adopts the following:

1. **Leasing Administration Fee.** Owner-Landlords who are leasing their Lot shall be specifically assessed an annual leasing administration fee of \$500. This specific assessment shall be used to reimburse the Association for the Rental Monitoring Expenses attributable to those Owner-Landlords and shall be in addition to annual assessments, special assessments, and other charges provided for under the Association's governing legal documents.
2. **Leasing Administration Fee (Unauthorized Leases).** Owner-Landlords who are leasing their Lot in violation of the Declaration shall be specifically assessed an annual leasing administration fee of \$299. This specific assessment shall be used to reimburse the Association for the Rental Monitoring Expenses attributable to those Owner-Landlords and shall be in addition to annual assessments, special assessments, fines, and other charges provided for under the Association's governing legal documents.

By:  \_\_\_\_\_  
President

Attest:  \_\_\_\_\_  
Secretary