

RESOLUTION OF THE BOARD OF DIRECTORS OF  
BARRINGTON TRACE HOMEOWNERS ASSOCIATION, INC.  
ESTABLISHING LEASING ADMINISTRATION RULE

This RESOLUTION is made and adopted to be effective as of the 23 day of December, 2019 (the "Effective Date") by the Board of Directors of Barrington Trace Homeowners Association, Inc. (the "Association").

WITNESSETH

**WHEREAS**, the Board of Directors believes it to be in the best interest of the Association and its members to collect a leasing administration fee to cover the costs incurred by the Association in processing, keeping accurate and up to date records, and otherwise administering the leasing of Units within the Association;

**WHEREAS**, the Board of Directors believes it to be in the best interest of the Association and its members to collect and retain certain leasing-related documents, including but not limited to a signed occupancy affidavit, copies of lease agreements, Owner/Occupant Information Forms, and Governing Document Acknowledgement Forms to be used in the administration of the leasing of Units within the Association;

**NOW, THEREFORE, LET IT BE RESOLVED** that the Association shall assess the Owner of a Unit who has been granted approved leasing status an leasing administration fee of Two Hundred Seventy-Five and NO/100 Dollars (\$275.00) (the "Leasing Administration Fee") for the first year of a new lease is executed or commenced and a Two Hundred Twenty-Five and NO/100 Dollars (\$225) for each year of renewal of such lease thereafter. The Leasing Administration Fee shall be due and payable on the date on which approved leasing status was granted and on each subsequent anniversary date thereof, for as long as such approved leasing status remains in effect. The Leasing Administration Fee may be reviewed and increased, from time to time, in the Board's sole discretion.

Any Unit Owner who, as of the Effective Date, has been granted approved leasing status shall pay to the Association a prorated portion of the Leasing Administration Fee calculated as follows: \$275.00 divided by 365 = \$0.75 x the number of days remaining until the anniversary of the granting of such approved leasing status.

The Leasing Administration Fee and prorated amount thereof shall constitute and shall be treated for all purposes as a specific assessment pursuant to Article 7, Section 7.26(f) of the Declaration.

Any Unit Owner who is granted approved leasing status or who, as of the Effective Date, has been granted approved leasing status, shall provide to the Association's Managing Agent a copy of the lease agreement associated with their Unit, the leasing permit associated with their Unit, the Owner/Occupant Information Form, and the Governing Document Acknowledgement Form for the tenant(s) living in their Unit.

If any Unit Owner with approved leasing status does not comply with the requirements outlined in this Resolution, or is leasing their Unit without approved leasing status, then the Association may, in addition to any other rights available under Georgia law, the Declaration and the Association bylaws, levy an initial fine of One Thousand and NO/100 Dollars (\$1,00) and daily fines of Twenty Five and NO/100 Dollars (\$25.00) until such violation is cured. In addition to the daily fines outlined above, any Unit Owner that is leasing their Unit without approved leasing status shall be assessed an unapproved leasing fee of One Hundred Eighty-Five and NO/100 Dollars (\$185.00).

The Managing Agent is directed to distribute this resolution to all Members of the Association.

The foregoing Resolution was adopted and approved by the Board of Directors of the Association at a meeting held on December 23, 2019.

*Virgil L. Smith*

\_\_\_\_\_  
Barrington Trace Homeowners Association, Inc.

\_\_\_\_\_  
President

