

THE SANCTUARY COMMUNITY ASSOCIATION, INC. LEASING POLICY AND PROCEDURES

BACKGROUND

The Declaration of Covenants, Conditions, Restrictions and Easements of The Sanctuary Homeowners Association (“CC&Rs”) specifies that the Board of Directors (“Board”) is responsible for the operations of the Association, including enforcing its Use Restrictions. The Use Restriction regarding Rental/Leasing has specific language mandating the Owner provide up to date lease agreements to the Association.

1. The Board of Directors has a fiduciary responsibility to ensure that reasonable administrative policies are implemented for The Sanctuary Community Association, Inc. (“Association”). The CC&Rs allow the Board to create administrative policies to operate the Association.

2. Leases capture policy is as follows:

On or about 30 days prior to lease expiration, the Amenity Center Staff sends written notice to both landlord and tenant that lease renewal documentation is required by the lease expiration date. Included in this notice is that failure to provide the lease renewal or new lease will result in deactivation all access card(s) related to the account.

On or shortly after the lease expiration date, absent a copy of the new or renewed lease, Access Cards are deactivated at lease expiration.

After 30-days beyond the lease expiration date, and with no communication from the Owner, the home will be inspected on the subsequent compliance drive. If occupied without a lease, the Owner will be entered into the compliance function for a non-provided lease.

3. This policy may be amended from time to time by the Board.