

Lancaster at Kings Ridge Neighborhood Association, Inc.
Resolution #4 – Leasing Policy

Submittal requirements for all applications for approval to Lease homes within the Lancaster at Kings Ridge Neighborhood Association, Inc.

Guidelines Based on the DECLARATION OF COVENANTS, RESTRICTIONS AND EASEMENTS FOR LANCASTER NEIGHBORHOOD.

- ARTICLE 13. USE RESTRICTIONS & ARTICLE 14. HOUSING FOR OLDER PERSONS
Sections 13.24 Leases; Section 13.25 Occupancy; Section 14.1 Ages of Residents;
Section 14.2 Sale or Lease & Section 14.3 Change of Occupancy

LEASE REQUIREMENTS:

- No portion of a home (other than entire home) may be rented.
- All leases shall be submitted to the Association for approval 4 weeks prior to the start of the lease.
- All leases must be submitted to the association.
- The owner is responsible to provide the Association with a copy of a background check on each occupant. The background check must include age verification and criminal background check.
- In the event of a change of occupancy as a result of a lease, the owner of the home shall immediately notify the Board in writing and provide to the Board the names and ages of all current occupants of the home.
- If the owner fails to notify the board and provide all required information within 10- days after the change in occupancy occurs, the Association may levy monetary fines against the Owner of the Home for each day the change in occupancy occurs until the Association receives the required action and information, regardless of whether the occupants continue to meet the requirements of this regulation.
- All leases must include a statement IN CONSPICUOUS TYPE: that states the following:
 - The Association shall have the right to terminate the lease and evict, or otherwise remove, the occupants upon default by the tenant in observing any of the provisions of the Declaration, By-Laws, rules and regulations, agreements, documents or instruments of the Association.
 - Failure to comply with the requirements and restrictions of the Lancaster Neighborhood shall constitute a default under the lease.
 - Homes in Lancaster Neighborhood are intended for occupancy by persons fifty-five (55) years of age or older, as set forth in the documents.
- Leasing the home is subject to the prior written approval of the association and the Association may reject the leasing of any Home for reasons related to the protection, preservation, and proper operation of the community.
- No lease will be for a term less than ninety (90) days.
- Only two (2) leases shall be permitted within a 365-day period.
- Each Home shall be leased and used as a residence only.
- Occupants of an APPROVED leased home must be the following persons

Lancaster at Kings Ridge Neighborhood Association, Inc.
Resolution #4 – Leasing Policy

- At least one (1) person fifty-five (55) years of age or older. o Persons under the age of fifty-five (55) years and more than eighteen (18) years of age may occupy and reside in a home as long as at least one of the occupants is fifty-five (55) years of age or older.
 - No persons under the age of eighteen (18) years may be permitted to be an occupant of any home.
 - Persons under the age of eighteen (18) years may be permitted to visit and reside temporarily for periods not to exceed thirty (30) days in a total calendar year.
- Under NO CIRCUMSTANCES may more than one family reside in a home at one time.
 - “Families” or words of similar import used herein shall be deemed to include the following: spouses, parents, parent-in-law, brother and sister.
 - In no event shall occupancy (except by temporary visiting guests) exceed two (2) persons per bedroom with a maximum of four (4) persons per home.
 - The Association Board of Directors has the power to authorize occupancy of a home by persons in addition to those authorized herein.

MOVED AND AGREED TO this 13th day of September, 2010, in which a quorum was present.

Bernadette duBuss
Secretary Lancaster Neighborhood Association

See Delinquent Fee Collection from Rental Property Below.

Amended 8th day of November 2021

Lancaster at Kings Ridge Neighborhood Association, Inc.
Resolution #4 – Leasing Policy

Delinquent Fee Collection from Rental Property

Lancaster Board of Directors has passed the attached motion regarding the approval process for homeowners within Lancaster who elect to lease their property. Additionally, they approved a policy for collecting delinquent association fees, by interceding and collecting the rental payments to pay for the delinquent fees. In order to do that, the following steps will be implemented.

1. Identify those delinquent owners whose dwelling is currently occupied by a tenant.
2. Mail by certified and regular mail, hand deliver or serve via process server (whichever is required for the specific circumstances) a letter to the identified tenants (copy to the owner) requesting that their current payments be made directly to the Association until the balance owed by the owner is paid in full.
3. Take eviction action if the tenant does not pay rent to the Association, as requested if such action is approved by the Board of Directors vote on a case-by-case basis
4. Follow the procedures for collecting the rent payments for the tenant as outlined in the July 14, 2010 letter from Taylor & Carls, P.A. (attached)

Moved and passed on this 13th day of September 2010

November 13, 2021, Linda Lawson, Lancaster BOD Secretary: Association's historical records do not include the referenced attached document