

Record of Email Discussion 11/3-12/24/25:

(Rental) Investment Property Policy and Procedure– Discussion and Adoption

Date Range: November 3 – December 24, 2025

11/03/25, 1:15 PM – BoD Member 1 stated they would like to discuss the possibility of implementing a rental or move-in assessment. They requested clarification from HOA Services as to whether such a policy would need to be voted on at the Annual Meeting or could be adopted by the current Board. BoD Member 1 also requested information on any procedural or legal considerations prior to implementing this type of fee or policy. They noted that rental units have historically not been maintained to the same standards as owner-occupied units and referenced ongoing trash issues during move-ins and move-outs. A suggested assessment range of \$100-\$200 was proposed.

11/03/25, 2:44 PM – HOA Services responded that the Board could adopt the policy with a simple majority vote. HOA Services noted that they have a boilerplate policy template available and that their fee to prepare the policy would be \$150. HOA Services also advised that the policy may not contradict any existing governing documents and that such a policy would be self-policed and self-reported. They stated that a fine could be included to ensure compliance.

12/05/25, 11:13 PM – BoD Member 1 voted in favor of enacting a rental assessment policy with a fee of \$150 per new lease and a \$300 fine for non-compliance.

12/07/25, 9:37 AM – BoD Member 2 voted in favor of the new rental assessment policy.

12/09/25, 10:26 AM – BoD Member 1 stated that, with a majority vote of the Board, HOA Services could proceed with drafting the new policy.

12/09/25, 10:57 AM – HOA Services forwarded a draft of the rental assessment policy and requested feedback or revisions.

12/09/25, 11:35 AM – BoD Member 1 requested revisions to the draft, specifically related to wording concerning geographical location and referenced building codes.

12/09/25, 4:09 PM – BoD Member 2 requested clarification on whether a specific trash section would be added to the policy, noting that trash issues were one of the reasons the policy was being considered.

12/09/25, 4:55 PM – HOA Services responded with an updated draft of the policy.

12/09/25, 9:25 PM – BoD Member 1 clarified that trash concerns were part of the motivation for the policy, but stated that trash should be addressed through a separate, Association-wide trash policy rather than renter-specific provisions.

12/10/25, 8:18 AM – BoD Member 2 acknowledged the clarification and stated they had a better understanding of the policy direction.

12/12/25, 10:29 AM – BoD Member 1 requested additional revisions to the policy draft, specifically the removal of trash-specific language.

12/15/25, 10:56 AM – HOA Services followed up with a revised draft reflecting the requested changes.

12/17/25, 12:41 PM – BoD Member 1 gave a formal vote to proceed with the latest draft of the rental assessment policy. BoD Member 1 also requested a vote on the effective date, noting the need to provide adequate notice to homeowners and allow landlords sufficient time to update rental agreements and pricing. An effective date of February 28, 2026 was proposed.

12/17/25, 1:47 PM – BoD Member 2 voted in favor of the latest draft of the policy and agreed with the proposed effective date of February 28, 2026.

12/24/25 – BoD Member 1 met with HOA Services and formally executed the rental assessment policy with an effective date of February 28, 2026.

Summary

- The Board approved a rental/move-in assessment of \$150 per new lease, with a \$300 fine for non-compliance.
- Adoption was completed via a majority vote of the Board, with an effective date of February 28, 2026.
- The assessment applies only to new rental agreements executed on or after the effective date, but all rental units must comply with the updated communication and contact information requirements outlined in the new policy.
- Trash-related issues were considered in initial discussions, but the Board determined these concerns are addressed separately through a separate Trash and Waste Disposal Policy.

Considerations

- The assessment helps offset administrative and operational impacts associated with new tenants or move-ins/move-outs, including potential maintenance or trash issues.
- Policy compliance is primarily self-reported, but fines are in place to ensure enforcement.
- Adequate notice ensures landlords have sufficient time to update rental agreements and adjust pricing to account for the assessment.
- Notifications will be provided via email to homeowners with an email on file, community bulletin boards, mailed notices for those without email, and posted prominently on the HOA website to ensure all homeowners have access.