

The Meadow Maintenance Association. Inc.

“Summary of Leasing Policy”

This summary is being provided to homeowners so they are aware of the communities policy on leasing properties. This policy was discussed and approved at the September 16, 2024 Board meeting.

- (1) Leases must be 12 months duration, nothing shorter and nothing longer.
- (2) Every first-time lease must be submitted 30 days prior to the effective date of the lease. The lease is not considered submitted until all required documentation is provided. No tenant can move in prior to lease approval from the Association.
- (3) Tenants must be approved every 12 months. Lease renewals require the tenant to complete the same application as a new tenant and undergo the same background check.
- (4) Every lease renewal must be submitted 60 days prior to the lease expiration so the Board has time to review any issues associated with the tenant. The lease renewal is not considered submitted until all required documentation is provided. If less than 60 days are provided there is no guarantee a decision will be made on a timely basis. All auto decals and fobs provided to tenants will automatically deactivate at the end of existing lease unless a subsequent lease approval has been provided before the termination date.
- (5) No tenant can occupy the property, whether a new tenant or a renewal tenant, without a valid lease which has been approved.
- (6) Both tenants and homeowners are expected to comply with all HOA rules. Failure by either to comply with HOA rules is grounds for lease denial.
- (7) Homeowners must remain current with all HOA quarterly dues, and any special assessments, or no lease will be approved. Any late payment during the prior 12 months is ground for denying a lease submitted. If the Property Manager has to initiate legal action due to late payments no lease will be approved until the homeowner has been current for at least 4 quarters in a row.
- (8) Homeowners must have no outstanding violations at the time a lease has been submitted for approval. No lease will be reviewed or approved until outstanding violations have been resolved. No lease will be approved for any homeowner who has been fined within the previous 12 months for failing to correct a violation.

If you have any questions regarding this policy you can attend a Board meeting which occur on the third Monday of every month.