

RESOLUTION OF THE BOARD OF DIRECTORS OF
VICTORIA HEIGHTS CONDOMINIUM ASSOCIATION, INC.
ESTABLISHING LEASING ADMINISTRATION RULE

This RESOLUTION is made and adopted to be effective as of the 1st day of September, 2023 (the "Effective Date") by the Board of Directors of Victoria Heights Condominium 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 annual leasing administration fee of One Hundred Ninety-Nine and NO/100 Dollars (\$199.00) (the "Leasing Administration Fee"). 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: \$199.00 divided by 365 = \$0.55 x the number of days remaining until the anniversary of the granting of such approved leasing status.

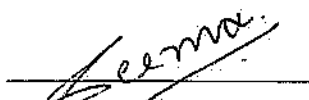
The Leasing Administration Fee and prorated amount thereof shall constitute and shall be treated for all purposes as a specific assessment pursuant to Paragraph 8(b)(i) and Paragraph 8(b)(ii) of the Declaration.

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, the Governing Document Acknowledgement Form for the tenant(s) living in their Unit, and any additional documents that may be required per the association.

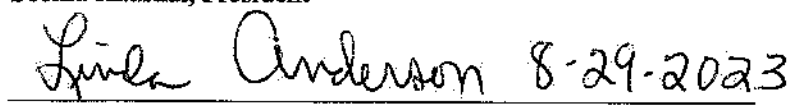
The Association may, in addition to any other rights available under Georgia law, the Declaration and the Association bylaws, levy daily fines of Twenty-Five and NO/100 Dollars (\$25.00) until such violation is cured. Upon any occurrence but not limited to any of the following events: (1) Unit Owner's failure to submit the occupancy affidavit, as requested, (2) Unit Owner's failure to lease his or her unit so as to comport with the requirements outlined in this Resolution and/or the Association's governing instruments, or (3) leasing of the unit by the Unit Owner without prior, written approved leasing by the Association the association may exercise the rights aforementioned. 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 equal to the then-current leasing program administration fee. Failure to submit the occupancy affidavit will result in a *presumption* of leasing by the Unit Owner.

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 August 24, 2023.


Seema Kaushal, President

08.29.2023


Linda Anderson, Vice President