

**STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.**

**POLICY**

**LEASING REGISTRATION POLICY**

**Revision 0**

**10/13/2022**

**I. PURPOSE**

The Stonebridge Ranch Community Association, Inc.'s ("Association") is responsible for enforcement of the Governing Documents and governance of the Properties within the Association's community. The Association's governing body, the Board of Directors ("Board") has reasonably determined that there is a need for registration of leasing activity through this policy and for the governance oversight of leasing activity within the Association governed community ("Leasing Registration Policy"). The Board has further determined that a unique and reasonable fee will be paid by each Owner electing to lease in order to cover the operational costs specifically unique to the Association's duties and responsibilities related to leasing registration and administrative oversight. Fees listed below will take effect November 1, 2022 and will be subject to future amendment as deemed necessary by the Board.

**II. REFERENCES**

SECOND AMENDED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR STONEBRIDGE RANCH

1. Article V, Section 5.1(C) – Special Individual Assessments.
2. Article VI, Section 6.1(D) – Board Power to retain services for proper operation.
3. Article 6.1 (O) – Board Enforcement and monetary fine system authority.
4. Article IX, Section 9.19 – Single family occupancy.
5. Article IX Section 9.20 – Leasing of Dwelling Units.
6. Texas Property Code, Section 209.016 – Association leasing information authority.
7. Policy Leasing of Single Occupancy Dwellings and Residential Use (Rev. 1)

**III. PROCEDURE**

1. If an Owner is currently leasing or planning to lease a single family home, the Owner must complete an Association approved Lease Registration ("Leasing Form"). The Owner must pay a non-refundable registration fee of \$100 per year for each leased property. The registration fee covers a consecutive 12-month period, regardless of the length of the lease term.
2. For a new or amended lease, the Owner must submit a copy of the executed lease or amendment and the Owner must also submit the Leasing Form with the following information:
  - a) Name(s) of the Lessee(s) who signed the lease, and
  - b) The address, phone number and email address of each Lessee who signed the lease.

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3. Failure to register and/or submit the required Leasing Form or amendment/supplemental information pursuant to Sections 1 and 2 of this Leasing Policy will result in a \$250 fine per month that the Leasing Form and/or required information is not submitted. This fine will begin on February 1, 2023, or 30 days after an owner executes a lease agreement for a home not previously registered on or after February 1, 2023.
  
4. The Owner is legally responsible for all Association matters related to each respective leased property, including but not limited to, all use, occupancy and other activities associated with the leased property and full compliance with all governing documents, policies, and rules of the Association. To that end, the Association will communicate with the Owner or Owner's designated management company or representative regarding all Association issues and other matters concerning the lease property or activity thereon. The Association may, but is not required, to also communicate with any registered tenant/occupant at a leased property which it deems necessary, at its sole discretion. Regardless of any communication by the Association to a tenant or occupant, however, the Owner/Landlord will not be relieved of the absolute obligation to ensure the use and other activity related to their lease property is in compliance with the Association governing documents and applicable policies and rules.

**IV. REVISION HISTORY**

<b>REVISION</b>	<b>DATE</b>	<b>CHANGES</b>
0	10/13/2022	Original

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IT IS FURTHER RESOLVED that this Policy for Leasing (Rev. 0, October 2022), replaces and supersedes in all respects all prior versions of this document as of the date of recording, and is effective upon adoption hereof, to remain in force and effect until revoked, modified or amended.

This is to certify that the foregoing policy was adopted by the Stonebridge Ranch Community Association, Inc., Board of Directors at a meeting held on October 13, 2022, and has not been modified, rescinded or revoked.

Date: dec. 21, 2022

Signature: 