

**PINEWOOD LAKE HOMEOWNERS ASSOCIATION
POLICY RESOLUTION NO. 2004-03**

(Establishing Rules and Regulations Relating to Lease Registration)

WHEREAS, Article VIII, Section 1(a) of the Bylaws for Pinewood Lake Homeowners Association, Inc. provides that the Board of Directors shall have all of the powers to adopt and publish rules and regulations governing the use of the Common Area and facilities and the personal conduct of the members and their guests thereon;

WHEREAS, Article IV, Section 1, of the Association's Bylaws requires owners to submit the names of any person who is authorized to use the Association's Common Area and facilities on behalf of the owner to the Association; and

WHEREAS, the Board of Directors believes it is in the best interests of the Association to promulgate Rules and Regulations implementing procedures for owners to register their residents with the Association in order to provide the Association with the additional information to adequately regulate the use of the Association's common facilities.

NOW, THEREFORE, the Board of Directors adopts the following regulations for the Association, hereinafter referred to as the "Rules," which shall be binding upon all Owners and their family members, tenants, occupants, successors, heirs, and assigns who currently or in the future may possess any sort of property interest subject to Declaration.

I. Policy

- A. All Owners must register all tenants and other occupants residing on the Lot if the Owners do not reside on the Lot.

II. Registration Of Tenants

- A. An Owner shall register all tenants residing in his or her unit within ten (10) days of the starting date of the Lease.
- B. New Tenant:
1. An Owner shall register new tenants by submitting, within ten (10) days of the commencement of the Lease, the following documents to the Management Office:

- (a) A completed and signed Lease Registration Form (a copy of which is appended here as **Exhibit "A"**).
- (b) A signed copy of the Lease. (Please note that owners may delete any information from the copy of the Lease that is filed with the Association that concerns security deposits or monthly rental charges)

C. Existing Tenant.

- 1. Notwithstanding Paragraphs A and B above, an Owner shall register all tenants and occupants who are currently residing in his or her unit by submitting the following documents to the Community Manager, within forty-five (45) days of the adoption of this Resolution:
 - (a) A completed and signed Lease Registration Form (a copy of which is appended here as **Exhibit "A"**).
 - (b) A signed copy of the current lease for the Lot. (Please note that owners may delete any information from the copy of the Lease that is filed with the Association that concerns security deposits or monthly rental charges)

- D. The Association reserves the right to deny the use of the recreational facilities and other common area amenities (e.g. pool privileges) to a tenant and his or her family and other occupants of the unit until a(n): (a) signed Lease Registration Form, and (b) a signed copy of the Lease are submitted to the Association.

III. Owner's Responsibilities

- A. The Owner shall provide to his or her tenants, at the time the lease is signed, copies of the following:
 - 1. The Declaration of Covenants, Conditions and Restrictions ("DCCR") for Pinewood Lake Homeowners Association, Inc.;
 - 2. The Articles of Incorporation for Pinewood Lake Homeowners Association, Inc.;
 - 3. The By-Laws for Pinewood Lake Homeowners Association, Inc.;
 - 4. The Rules and Regulations;

5. Architectural Code of Standards.

(All of the above are contained in the PLHA Rules & Standards book.)

IV. Tenant's Responsibilities

- A. Tenants and all other occupants of the unit must comply with the Declaration, By-Laws, Articles, Rules and Regulations, and Architectural Guidelines (The "Governing Documents")
- B. Failure to comply with the Governing Documents will be considered default under the Lease.

V. Enforcement

- A. If these Rules are violated, the Association reserves all of its legal remedies, including, but not limited to, the right to compel eviction, the assessment of special charges and/or the suspension of privileges, subject to the due process procedures set forth in §55-513 of the Code of Virginia and the terms of the Association's Governing Documents.
- B. This Resolution shall be effective 30 days after the date of adoption listed below.

This Resolution was duly adopted by the Board of Directors on the 12th day of August, 2004.

PINEWOOD LAKE HOMEOWNERS
ASSOCIATION

By: /s/ Mike Shigley
Mike Shigley, President, Board of Directors

Add this Policy Resolution to your Rules & Standards book, after Policy Resolution 2004-02, Pages II-67 thru II-70.

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**EXHIBIT A
PINWOOD LAKE HOMEOWNERS ASSOCIATION, INC.**

LEASE REGISTRATION FORM

Please return to: Community Manager
 Pinewood Lake Homeowners Association
 8159 Fernlake Court
 Alexandria, VA 22309-1209

I. Owner Information:

1. _____
 Last Name First Name

2. _____
 Last Name First Name

3. _____
 Last Name First Name

Owner's
Mailing address: _____

EXHIBIT A
PINEWOOD LAKE HOMEOWNERS ASSOCIATION, INC.

II. Tenant Information: (All Tenants Named In The Lease)

1. _____
Last Name First Name

2. _____
Last Name First Name

3. _____
Last Name First Name

Tenant's address: _____

EXHIBIT A
PINEWOOD LAKE HOMEOWNERS ASSOCIATION, INC.

III. Tenant's Representations:

By my/our signature(s) below, I/we affirm the following:

- A. I/we acknowledge receipt of the Declaration for Pinewood Lake Homeowners Association, Inc. ("Declaration"), By-Laws for Pinewood Lake Homeowners Association, Inc. ("Bylaws"), Articles of Incorporation, Architectural Guidelines, and the Rules and Regulations and agree to abide by them.
- B. The representations made are true and complete.

Tenant's Signature: _____	Date: _____
Tenant's Signature: _____	Date: _____
Tenant's Signature: _____	Date: _____

IV. Owner's Representations:

By my/our signature(s) below, I/we affirm the following:

- A. I/we represent that we have provided the tenants with the Association's Declaration, Bylaws, Articles of Incorporation Architectural Guidelines, and Rules and Regulations.
- B. The representations made are true and correct.

Owner's Signature: _____	Date: _____
Owner's Signature: _____	Date: _____
Owner's Signature: _____	Date: _____

**EXHIBIT A
PINWOOD LAKE HOMEOWNERS ASSOCIATION, INC.**

FOR MANAGEMENT USE ONLY

Received: _____

Documents (Signed Lease)
received: Yes No

Notes: _____

Name: _____

Date: _____