

Hampton Village Owners Association

2140 Professional Drive, Suite 260 Roseville, CA 95661 (916) 784-6605

Date: December 5, 2014
To: Owners, Hampton Village
From: Board of Directors
RE: Rental Procedures and Policy Resolution

Dear Owners,

The Rental Procedures and Policy Resolution was officially adopted on December 4, 2014 at the Board of Directors meeting.

Enclosed is a copy of the resolution for your files. As an owner, you must ensure that a copy of the resolution is retained with the rest of the governing documents for Hampton Village and that it be turned over to the new owner should you ever sell your home.

Thank you,

Hampton Village Owners Association
Board of Directors

**RESOLUTION OF
HAMPTON VILLAGE OWNERS ASSOCIATION
RENTAL PROCEDURES AND POLICY**

The following actions were taken at the meeting of the Board of Directors (the "Board") of Hampton Village Owners Association (the "Association") held on December 4, 2014 at which a quorum of Directors were present. The Board finds and resolves as follows:

WHEREAS, Section 3.02 of the "Declaration of Covenants, Conditions and Restrictions for The Village at Johnson Ranch" provide that Owners may rent their Lots in the Development subject to specific terms and conditions set forth in the Declaration;

WHEREAS, Section 6.06 of the Declaration grants the Association the power to adopt, amend and repeal its rules as it deems reasonable;

WHEREAS, the Board of Directors has determined that a procedure must be adopted in order to facilitate and enforce the rental restriction provisions provided in the Declaration;

NOW, THEREFORE, IT IS RESOLVED, that the Board hereby agrees to adopt these additional procedures and rules to supplement the restrictions found in Section 3.02 of the Declaration:


1. Any Owner currently or desiring to rent his or her Lot shall immediately furnish the Association's management company upon the agreement of both parties to a housing agreement with (I) the full names of all tenants named on the agreement, (II) an emergency contact number for the tenant, and (III) vehicle information for all resident vehicles (make, model, color, license plate number). This information must be provided on the "Notification of Rental Agreement" (Exhibit A) available from the Association's management company. A new Notification of Rental Agreement must be submitted with every new rental agreement for the Lot.
2. The Notification of Rental Agreement required in paragraph 1 must be given to the Association's management company no later than the tenant move-in date.
3. A new Notification of Rental Agreement must be submitted every time a Lot is rented to new tenants.
4. In the event that any changes occur during the tenancy, the Owner is responsible for immediately notifying the Association's management company to revise the Notification of Rental Agreement.

5. Upon the termination of any written rental agreement, the Owner shall immediately notify the Association's management company by completing and submitting the "Notification of Termination of Rental Agreement" (Exhibit B).
6. The Notification of Termination of Rental Agreement required in paragraph 5 must be given to the Association's management company no later than the last day prior to the expiration of the rental agreement.
7. If an Owner has a professional leasing agent who handles the renting of his or her Lot, the agent may submit the information required in paragraphs 1 through 5. The Owner, however, is ultimately responsible for ensuring that all provisions of this Resolution are followed and that the information submitted by the agent is correct.
8. An Owner's failure to comply with the rules set forth in this resolution and with the provisions of the Declaration pertaining to rental restrictions is subject disciplinary action by the Board of Directors.
9. Each Owner renting a Lot is strictly responsible and liable to the Association for the actions of such Owner's tenants in or about all Lots and Common Area and for each tenant's compliance with the provisions of all governing documents and Association rules.

I hereby certify that:

- A. I am the Secretary of Hampton Village Owners Association.
- B. The above Resolution was adopted by the Board of Directors at its meeting held on December 4, 2014.

Dated: December 4, 2014


Secretary

HAMPTON VILLAGE OWNERS ASSOCIATION

◆ 2140 PROFESSIONAL DRIVE, SUITE 260 ◆ ROSEVILLE, CA 95661 ◆ 916-784-6605 ◆

NOTIFICATION OF RENTAL AGREEMENT

Please print all information clearly and legibly

Hampton Village Property Address: _____

OWNER(S)

Property Owner name(s): _____

Owner's mailing address: _____

City, State, ZIP: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Emergency contact- in the event that there is an emergency that involves your home and we are unable to reach you:

Name: _____ Contact number: _____

I/We acknowledge that we have provided a copy of the Hampton Village Governing Documents to our tenants and understand that we are responsible for ensuring their compliance with such.*

Owner Signature

Owner Signature

Date

VEHICLE INFORMATION

Please list all vehicles which will be utilized by residents living in the unit

YEAR	MAKE	MODEL	LICENSE #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HAMPTON VILLAGE OWNERS ASSOCIATION

◆ 2140 PROFESSIONAL DRIVE, SUITE 260 ◆ ROSEVILLE, CA 95661 ◆ 916-784-6605 ◆

Hampton Village Property Address: _____

TENANT(S)

Number of tenants: _____ Lease term (start and end date): _____

Name(s) on rental agreement: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Additional emergency information and/or contact name and phone number and email: _____

I/We acknowledge that we have received and read the Hampton Village Governing Documents and will abide by such.*

Tenant Signature

Tenant Signature

Date

PROPERTY MANAGEMENT COMPANY

Management company name: _____

Manager name: _____

Mailing address: _____

Cell phone: _____ Work phone: _____ Fax: _____

Email: _____

****Completed forms must be filled out and returned to Hampton Village Owners Association within 30 days of the date of occupancy.***

Notes: This information will not be shared outside of Johnson Ranch Management and will only be used in support of Hampton Village, its Board of Directors and its Governing Documents.

Rental agreements must be a term no less than thirty (30) days in length.

Should you have questions or need assistance in filling out this form, please contact Rob Hessing at Johnson Ranch Management via email: rhessing@johnsonranch.biz.

HAMPTON VILLAGE OWNERS ASSOCIATION

◆ 2140 PROFESSIONAL DRIVE, SUITE 260 ◆ ROSEVILLE, CA 95661 ◆ 916-784-6605 ◆

NOTIFICATION OF TERMINATION OF RENTAL AGREEMENT

Hampton Village Property Address:

The following form is to be completed upon termination of a rental agreement between an owner and tenant for property located within Hampton Village, in compliance with the *Hampton Village Owners Association Rental Procedures and Policy*.

Names of tenants: _____

Termination date: _____

Name of Owner/Manager: _____

Signature of Owner/Manager: _____

Comments:

If this Lot is to be rented at a later date, a new *Notification of Rental Agreement* must be submitted to Johnson Ranch Management no later than the last day prior to the expiration of the rental agreement. Correspondence may be sent via US Mail or via email at rhessing@johnsonranch.biz.