

ROSEBROOK HOMEOWNERS ASSOCIATION, INC.
LEASE INFORMATION

Dear Homeowner (s):

The Board of Directors of Rosebrook Homeowners Association, Inc. requested Rose City Property Management, Inc. to write this letter concerning your property in the association. Our records indicate that you are an "off-site" owner.

Your Board of Directors is responsible for preserving, protecting and enhancing your community. In order to perform these responsibilities more effectively, the Board has adopted the lease letter at the Board Meeting held on August 19, 2014 requiring all owners to register their tenants with the association.

The purpose of this Tenant Registration Process is two-fold:

1. The process will help ensure that you and your tenants are adequately informed as to their rights and responsibilities as tenants; in order to avoid any misunderstandings that can lead to violations and fines, it is important that your tenants understand what community association living involves.
2. Your association will be able to communicate more effectively with you and directly with your tenants when the situation calls for it.

As the owner of the property, you are responsible for the actions of your tenants. It is your obligation to supply your tenants with all association policies, including the Rosebrook Declarations, Covenants, Conditions and Restrictions (CC&R's), By-Laws and Rules and Regulations, for your association. The more informed your tenant is the better community citizen he/she will be. If you do not possess these documents, Rose City Property Management, Inc. can accommodate you by furnishing (for a nominal fee) both you and your tenant with all the Association's governing documents.

The Tenant Registration Process requires that you:

1. Complete the enclosed Tenant Registration form in its entirety,
2. Submit a copy of your Rental Agreement/Lease.

The Tenant Registration packet as outlined above must be submitted to Rose City Property Management, Inc. within two weeks of leasing your home.

Thank you for your cooperation and your assistance in maintaining Rosebrook as a desirable place to live. Please feel free to contact Rose City Property Management, Inc., Carrie Montgomery should you have any questions or concerns.

Sincerely,

Rose City Property Management, Inc.

