

# **POLICY AND PROCEDURES FOR LEASING AMENDMENT**

## **DEFINITIONS:**

**GRANDFATHERED PROPERTIES** are those properties that were being leased at the time of the leasing amendment effective date.

**HARDSHIP PERMITS** are leasing permits for those property owners who are not designated as “grandfathered properties”. Reasons for hardship may be found in the amendment.

**POLICY:** In an effort to increase property values in the community and maintain the community as a desirable place to live, the leasing amendment, effective October 30, 2007, bans the future leasing of homes. This excludes properties identified as “grandfathered properties” and “hardship situations”.

## **PROCEDURE:**

1. All property owners requesting “Grandfather Lot” status must provide a lease that was in effect as of October 30, 2007.
  - a. This lease should be mailed to the Association’s mailing address and be received no later than December 21, 2007.
  - b. Those properties that provide a copy of the lease in accordance with the amendment will be designated as a “Grandfathered Lot” and remain as leasing properties until their sale to another owner.
  - c. Leases will be reviewed at monthly meetings to ensure that up-to-date records are kept. If leases are expired, the Secretary will send a letter requesting new information.
  - d. All property owners will be notified by mail of this requirement no later than November 20, 2007.
2. The secretary will maintain the original record of the grandfathered lots, current leases and the mailing address of the property owner for all leased lots. A copy of this record will also be maintained by the President.
3. A hardship permit will be provided on the website and at monthly meetings for all property owners to access.
  - a. Hardship permits will be submitted directly to the Secretary by mail or at a monthly Concord Hall Board meeting.
  - b. To protect neighbor’s privacy, the application will first be reviewed by the Secretary and then he/she will present an overview of the information for the Board to use in making their decision.
  - c. Hardship cases will be reviewed annually as the lease expires.
4. All correspondence regarding rental properties in Concord Hall is to be sent to:  
Attention: Secretary of the Board, Concord Hall Owners Association,  
P.O. Box 4920 Alpharetta, GA 30023-4920  
Once the correspondence is received:
  - i. All applications will be reviewed by the Secretary first and then be presented to the Board for final review. The Board will act with the guiding principle that they will treat their neighbor as they would like to be treated in this application process.
  - ii. The property owner will be notified in writing within 30 days of the application being received unless an expedited response is requested by the homeowner.