



David Floyd & Associates, Inc.

A Property Management Company

**2400 Crestmoor Road
Nashville, TN 37215**

August 1, 2013

Brentwood Pointe II Homeowners
Brentwood, TN 37027

Re: Leasing of Units

Dear Homeowner,

Please be advised that the governing documents of the Brentwood Pointe II Homeowners Association **DO** allow for the renting of units for not less than 30 days. The documents also require the owner to take certain steps upon the leasing of a condominium. Please note that effective August 1, 2013, all future leases will require that the owner notify the Board through the Managing Agent, of the tenant(s) pertinent information and that the "Resident Form" be completed within two (2) weeks of the execution of the lease.

Effective, immediately, a \$300 "Tenant Transition" fee will become due to the Brentwood Pointe II HOA at the time of any future leases. This fee is intended to help offset the abnormal wear and tear caused to the buildings, streets, and grounds due to tenant move-ins and move-outs. This will also help to offset the administrative costs which are involved in keeping the HOA's resident information current and updated along with funding other expenses, such as changing the pool lock and issuing new keys from time to time as direct result of non-residents using the pool with previously issued keys.

Some of the specific requirements for owners leasing their units are specifically spelled out in Article 7, Section 2 of the governing documents. Effective 8/1/13, in addition to the aforementioned, the requirements for all investor-owners are as follows:

Within two (2) weeks of the execution of the lease;

- 1.) Notification must be provided to the Managing Agent of the dates of the lease and the "Resident form" must be completed and returned to the Managing Agent (email is fine...Dfloydasoc@gmail.com). (The Resident Information and Form is posted on the Website at www.brentwoodpointe2.com).
- 2.) A signed, written statement must be provided to the Managing Agent stating that the tenant(s) have read the rules, regulations, and documents of the HOA and that they agree to abide by them.
- 3.) A \$300 Tenant Transition Fee must be paid to the Brentwood Pointe II HOA within two (2) weeks of the execution of the lease or the move-in date of the tenants, whichever comes first.

*Failure to comply with the above procedures will result in a \$50 fine being charged to the owner's account in addition to the \$300 tenant transition fee.

Please note: The owner may elect to charge this fee directly to the tenant, but the HOA will look directly to the owner for payment.

Very truly yours:

David Floyd & Associates, Inc.

David A. Floyd, Jr., President

Please visit YOUR website and register at www.brentwoodpointe2.com!!!!