

McVITTY FOREST CONDOMINIUM
UNIT OWNERS ASSOCIATION
Administrative Resolution No. 2017 - 1

WHEREAS the Board of Directors is charged, pursuant to Article IV of the Bylaws, Section 2, with the administration of the affairs of the Association and may do all such acts and things as are not by law or the Condominium Instruments prohibited or reserved for the Unit Owners, and is also authorized to adopt and publish rules and regulations governing the use of the use of the Common Elements and the personal conduct of the Unit Owners; and

WHEREAS pursuant to amended Article XI of the Declaration, part A(1), the Board is authorized to enact rules, regulations and procedures in order to address the application process for the leasing of any unit; it is therefore

RESOLVED, that the following procedures shall govern the application of Article XI, part A(1):

1. In the event that as of January 1, 2019, more than two (2) units are leased in any building, the Board shall require the units in excess of two to be sold or occupied by Owners, as defined in Article XI, part A(1), except as provided in ¶ 3, below. Applications for the purpose of continuing to lease Units shall be accepted no earlier than January 2, 2018. Units shall be permitted to remain leased and given priority through the following criteria:
 - a. Beginning date of current lease.
 - b. If tied under (a), then date of purchase of Unit.
 - c. If tied under (a) and (b), then date of application to remain leased.
 - d. If tied under (a), (b) and (c), then by lottery to be administered by the Management Agent.
 - e. The foregoing procedure shall be applied individually to each building as needed.
2. Prior to and in order to lease any unit in the Condominium after the enactment of the amendment to Article XI of the Declaration an Owner shall:
 - a. Submit to the Managing Agent an application to lease the Unit that includes:
 - (i) A copy of the proposed lease, which shall be the latest VAR Form 2000 or a lease prepared by a licensed Virginia attorney similar to the VAR Form 2000;
 - (ii) Date of proposed rental occupancy; and
 - (iii) In the event that at least two (2) Units in the building in which the Unit lies are already leased the Owner may apply for an exception under Special Circumstances pursuant to ¶3.

3. A Unit Owner may request an exemption from the restriction contained in Article XI, part A(1) of the Declaration. This shall be done by application to the Board of Directors, submitting an explanation as to why the applying Unit Owner's individual circumstances are "special," as described in Article XI, Part A(1). This explanation shall address the reasons for the Owner's not residing in the Unit, retaining ownership as opposed to selling the Unit, the length of time the Owner anticipates leasing the Unit and anything else the Unit Owner may consider relevant to the Board's decision. The Board may grant such an exemption for any period of time it determines is appropriate and may consider subsequent extensions of the exemption if requested by the Unit Owner.

The foregoing Resolution was approved and adopted by the Board of Directors on March 3, 2017, and shall be effective immediately upon publication to the members of the Association.

Helena H. Helm
Secretary

3/3/17
Date