



May 10, 2017

HCA Leasing Policy

To: Front Desk Staff

The HCA's Leasing Policy is stated in the Association's Covenants and is to be strictly enforced by all HCA/CAS employees. The policy is as follows:

Section 27. Leasing of units

- a. Definition. "Leasing", for purposes of this Declaration, is defined as regular, exclusive occupancy of a unit by any person or persons other than the Owner for which the Owner receives any compensation or benefit, including, but not limited to a fee, gratuity, or emolument.
- b. Leasing Provisions.
 - 1) General. Units may be rented only in their entirety; no fraction or portion may be rented. There shall be no subleasing of units or assignments of leases unless prior written approval is obtained from the Board of Directors. No transient tenants may be accommodated in a unit. All leases shall be in writing and shall be for an initial period of not less than six (6) months, except with the prior written consent of the Board of Directors. Notice of any lease, together with such additional information as shall be required by the Board, shall be given to the Board by the unit owner within ten (10) days of the execution of the lease. The Owner must make available to the lessee copies of the Declaration, By-laws, and the Rules and Regulations. The Board may adopt reasonable rules regulating leasing and subleasing.

Board of Directors

Heddingham Homeowners Association