

**Cortina Condominium Association Policy on Move-in Fee, Leasing
and Covenant Enforcement**

1. **Move-In Fee.**

1.1 The owner of a Residential Unit shall pay, prior to occupancy of the Residential Unit by the Owner or a Tenant, a move-in fee, payable to the Association. The amount of the move-in fee shall be established, from time to time, by the Executive Board.

1.2 Effective this date, the move-in fee payable to the Association shall be Two Hundred Dollars (\$200.00).

2. **Leasing.**

If a Residential Unit is leased by an Owner, such Owner (the "Leasing Owner") shall, prior to occupancy by the Tenant, provide a copy of the fully executed lease or rental agreement to the Executive Board and/or Management Company. No Residential Unit shall be leased for any period of less than thirty (30) days or longer than twenty-four (24) months, except upon prior written approval of the Executive Board. The Leasing Owner shall be responsible for making sure that the Executive Board, at all times, has current contact information for the Leasing Owner and all Tenants occupying the leased Unit, including phone numbers and e-mail addresses. A Leasing Owner shall be jointly and severally responsible with the Tenant for any damages or assessed fines resulting from the activities of the Leasing Owner's Tenant or the Tenant's family, guests, or invitees. A fine may be assessed if a Leasing Owner fails to provide the required contact information or pay the move-in fee within thirty (30) days of Tenant's occupancy. Any fine shall be payable by the Leasing Owner in accordance with the enforcement provisions of the Declaration of Covenants, Conditions and Restrictions and/or the Rules and Regulations adopted pursuant to the Declaration (collectively the "Leasing Provisions").

3. **Covenant Enforcement.**


Upon the occurrence of violations of the Leasing Provisions, the Executive Board may assess fines in accordance with the Declaration and/or the Leasing Provisions. Such fines shall be in addition to actual costs or expenses incurred by the Association or other Unit Owners resulting from the violation.

CERTIFICATION

The undersigned, being the duly elected and acting President of the Cortina Condominium Association, certifies that the foregoing Policy on Move-In Fee, Leasing and Covenant Enforcement (including Notice and Hearing Procedures and Schedule of Fines) was approved by the vote of at least a majority of the Association's Directors at a meeting of the Association's Executive Board held on November 17, 2015.

Dated this November 17, 2015.

Cortina Condominium Association

By: 
CHRIS S. NORITZ, President