

Lakewood Prairie Homeowners Association

Addendum to Lease Agreement: Noncompliance with Leasing Requirements

This Addendum is incorporated into the Lease Agreement between [Homeowner's Name] ("Owner") and the Lakewood Prairie Homeowners Association ("Association") for the property located at [Property Address]. It outlines requirements and penalties related to noncompliance with leasing obligations under the Association's Rules and Regulations.

1. Required Lease Submissions

Owners must submit the following within 10 days of the lease start or renewal date:

- - A copy of the signed Lease Agreement
- - A copy of the Lease (rental) document
- - Payment of the \$250 Lease Tracking Fee

2. Noncompliance Fines

Failure to submit required documents or fees within 10 days will result in:

- - \$100 fine per missing item

Example: If both the Lease Agreement and the \$250 fee are missing, a \$200 fine will be assessed.

3. Continued Noncompliance

If the required items are not received within 30 days, an additional \$200 fine per missing item will apply. Continued noncompliance may result in suspension of membership privileges and/or legal enforcement.

4. Fine Payment

Fines will be applied to the Owner's account and are payable immediately. Timely receipt of required documents and payments is critical to remain in compliance and avoid additional penalties.

5. Appeals

Owners may submit a written appeal or request a hearing within 15 days of receiving notice of a fine. The Board will review and determine whether to uphold, reduce, or remove the fine.

6. Communication Expectations

Owners and tenants share responsibility for adhering to Association rules. Any communication from the Association must be responded to within 48 hours. A failure to respond may result in additional fines or legal action.

It is strongly recommended that all payments and required documents be submitted electronically. If mailing is necessary, documents must be sent with tracking to ensure proper delivery and timely receipt.

Acknowledgment

By signing below, the Owner and Tenant acknowledge understanding of the leasing requirements and consequences for noncompliance as outlined above.

Owner Signature: _____ Date: _____

Tenant Signature: _____ Date: _____