

BOARD OF DIRECTORS
LONGBOAT HARBOUR OWNERS ASSOCIATION, INC.

Policy Number: 20170119.01

Meeting of Jan. 19. 2017

**RENTING A UNIT
LESSOR RESPONSIBILITIES**

Whereas LHOA maintenance personnel, members of the Board of Directors (BOD), and members of the Operating Committee (OC) have responded to concerns of renters (lessees) regarding non-functioning lessor-owned items in their units, lessors (owners) are advised of the following:

- LHOA members who lease their units (lessors) are not only solely responsible for the actions of their renters (lessees) but also for repair and/or replacement of nonfunctioning items or equipment that are owned by the lessor, i.e. water heaters, air conditioning, smoke alarms, to name a few.
- LHOA members who lease their units must inform their lessees to contact the unit owner when repairs to equipment/items owned by the lessor need to be made. Members of the Board of Directors and Operating Committee and LHOA maintenance personnel shall not be contacted.
- ® Lessors must provide their lessees and the LHOA Office with contact information of an alternate person or property management group in case the lessor cannot be contacted.

If it is necessary for LHOA maintenance personnel, members of the BOD or OC to respond to a lessee's request for assistance in repairing or replacing non-functioning lessor-owned items or equipment, the lessor will be charged a \$50 fee for each incident plus the cost of parts and/or materials.

Approved on this the ____ day of _____ (month) _____ (year)

Witnesses:

Board President

Board Secretary/Director

Manager will place this copy in the appropriately-marked section of the official **Policy Book**.