

**CLEARBROOK COMMUNITY ASSOCIATION, INC.**  
**("CCA")**

**RESOLUTION REGARDING ADMINISTRATIVE LEASING FEES**

**P R E A M B L E**

A. The Amended Bylaws of the CCA were recorded in the Middlesex County Clerk's office on March 24, 2006 in Deed Book 5647 at Page 171, et seq. (hereinafter, the "Amended Bylaws").

B. The Bylaws empowers the Board of Trustees (the "Board") to exercise all lawful powers and duties necessary for the proper conduct and administration of the affairs of the Association and the operation and maintenance of a residential condominium project.

C. Article III, Section 3.15(e) of the Bylaws provides that the Board has the power and authority to make and amend rules and regulations.

D. Article III, Section 3.15(b) of the Bylaws provides that the Board is responsible for the operation, care, upkeep, and maintenance of the Common Property, which includes the amenities and facilities within the community.

E. For the benefit and financial welfare of the Association and of the individual Owners, the Board has determined that when Owners lease their Unit, extra management resources are expended in processing lease applications, requiring the Association to absorb the costs thereof. In the interest of fairness, the costs of processing lease applications should be chargeable to those Owners desiring to lease their units.

F. Except as expressly provided herein, the rules and regulations previously adopted by the Association and the restrictions, covenants, rules and regulations contained in the Governing Documents, as they may have previously been amended, shall not be otherwise amended and shall remain in full force and effect.

G. This Resolution was duly introduced and was thereafter adopted by the Board in accordance with the Bylaws at a regularly scheduled meeting of the Board, at which a quorum was present, by a vote of the members of the Board eligible to vote on this matter.


**NOW, THEREFORE, BE IT RESOLVED**, on this 24 day of APRIL 2019, that the CCA hereby establishes and adopts an administrative fee of \$250.00 to be paid by any Owner upon submission of a Lease to the CCA, regardless of whether the Lease is for a new tenancy or renewal thereof.

**NOTICE AND RECORDING.** The Association's managing agent is authorized and directed to prepare correspondence, in appropriate form and substance, and thereafter circulate same, along with a copy of this Resolution, to all Unit Owners. The Association also authorizes and directs its legal counsel to arrange for recordation of a copy of this Resolution with the County Clerk's Office in order to establish the recording of this Resolution in the chain of title.

This Resolution shall be effective as of the 24 day of APRIL, 2019.

**ATTEST:**

**CLEARBROOK COMMUNITY  
ASSOCIATION, INC.**

  
\_\_\_\_\_  
Sara Hornichter, Secretary

By:   
\_\_\_\_\_  
Paul Handwerk, President

STATE OF NEW JERSEY }  
 }  
COUNTY OF MIDDLESEX }

I CERTIFY that on April 29, 2019, Sara Hornichter personally came before me and this person acknowledged under oath, to my satisfaction, that:

- (a) this person is the Secretary of **Clearbrook Community Association, Inc. ("CCA")**, a nonprofit corporation of the State of New Jersey, named in this document;
- (b) this person signed this document as attesting witness for the proper corporate officer who is Paul Handwerker President of the CCA;
- (c) this person knows the proper corporate seal of the CCA and the proper corporate seal was affixed;
- (d) this document was signed and delivered by the CCA as its voluntary act and deed by virtue of authority from its Board of Directors (the "Board");
- (e) this person signed this acknowledgment to attest to the truth of these facts; and,
- (f) this Resolution was duly introduced and was thereafter adopted at a regular scheduled meeting of the board at which quorum was present, by a majority vote of the members of the Board eligible to vote on this matter.

Sara Hornichter  
Sara Hornichter, Secretary

Signed and sworn to before me on the 29<sup>th</sup> day of April, 2019.

[Signature]  
Notary Public of the State of New Jersey

DONNA LYNN GALINDO  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
ID # 2437416  
MY COMMISSION EXPIRES AUG. 14, 2023

**Record and Return To:**  
J. David Ramsey, Esq.  
Becker & Poliakoff, LLP  
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Morristown, NJ 07960