

**[Your Name]**  
[Your Current Address]  
[Phone Number]  
[Email Address]

**[Date]**

**[HOA Board of Directors / Property Management Company Name]**  
[Address]  
[City, State, Zip Code]

**RE: Proposal for Contingency Settlement - Unit [Your Unit Number] - Leasing Cap Waitlist**

Dear Board of Directors,

I am writing to formally propose a settlement regarding my current standing on the leasing waitlist for **[Community Name]**. As you are aware, I am currently ranked number **[Your Number]** on the list. Due to **[briefly mention reason: e.g., financial hardship, job relocation, or family emergency]**, I am seeking a mutually beneficial resolution to bypass the current leasing cap restriction.

In exchange for a one-time leasing permit/exception for my unit, I am prepared to offer the following contingency settlement terms:

- **Increased Assessment Contribution:** I am willing to pay an additional monthly "Leasing Impact Fee" of **[\$ Amount]** to the HOA general fund for the duration of the lease.
- **Capital Contribution:** A one-time non-refundable contribution of **[\$ Amount]** to the Association's reserve fund.
- **Strict Tenant Screening:** A guarantee that any lease agreement will include a mandatory addendum requiring the tenant to strictly adhere to all HOA Bylaws, with a copy of the background check provided to the board.
- **Defined Duration:** This exception would be limited to a period of **[Number]** months, after which I will re-evaluate my residency or re-join the waitlist.

I believe this proposal provides the Association with additional financial resources to offset any perceived impacts of an over-cap rental, while providing me the necessary flexibility to manage my current situation without resorting to a forced sale.

I am open to discussing these terms further or reviewing a counter-proposal from the Board. Thank you for your time and consideration of this matter.

Sincerely,

**[Your Signature]**

**[Your Printed Name]**