

**MONROE COUNTY BOARD OF ASSESSMENT REVISION
ADMINISTRATION CENTER ROOM 102
ONE QUAKER PLAZA
STROUDSBURG, PA 18360**

PHONE: (570) 517-3133

Sample Resolution for Class 6 Common Areas/Amenities

Please provide the following to the Board of Assessment Revision:

1. List all properties for which the association is requesting amenity status. This list should be attached to an Assessment Appeal form. Available at the Monroe County Assessment Office, or on the web site: www.monroecountypa.gov. The form shall be completed in its entirety.
2. The Appeal form should be signed and dated by the president or officer of the Association.
3. A signed and notarized resolution based on the attached sample. This should also be signed by the Association president or officer.
4. If all paperwork and submitted documentation is approved by the Board of Assessment Revision, the Resolution must be recorded in the Register and Recorder's Office, Courthouse Stroudsburg, PA prior to the deadline set by the Board.

If you have any questions please feel free to call the Assessment Office.

**RESOLUTION OF THE BOARD OF DIRECTORS
(ASSOCIATION NAME)**

WHEREAS, the (association's name) is the owner of certain common areas and facilities in the area of the private real estate subdivision known as (subdivision name);
And

WHEREAS, the Association is of the opinion that the common area and facilities of the subdivision should be assessed by the Monroe County Assessment Office based on their having no actual fair market value; and

WHEREAS, the County and The Board of Assessment Revision have agreed to assess the common area and facilities in a manner consistent with the opinion of the Association provided the common areas and facilities are reserved exclusively for the use of the Association's membership and are not open to the public; and

WHEREAS, the Association already believes it is committed to operate the common areas, and facilities for the exclusive use of its membership and, in practice, has consistently operated the common areas and facilities in that manner:

IT IS HEREBY FURTHER RESOLVED THAT:

1. The Board, intending to bind the Association now and forever unless all members agree in the future to alter this resolution, hereby agrees to operate the common areas and facilities for the exclusive use of its membership and their guests and not to open these areas to the public.
2. The Board hereby agrees that in the past the common areas and facilities have been operated exclusively for the use of its membership and their guests;
3. The Board hereby agrees that in the event any of the common areas and facilities are sold by the association, the sale would allow the County to reassess the property subject to the sale; the parties reserve their respective rights to object to the manner and level of any reassessment;
4. In the event the common areas and facilities are for any reason whatsoever not operated for the exclusive use of the Association's membership and their guests, the Association will give reasonable notice of that fact, in writing, to the Board of Assessment Revision;
5. The Board agrees, to the extent the common areas and facilities have continued to be used exclusively for the benefit of its membership and their guests, to provide the Board of Assessment Revision during January of each year, a certification that the common areas and facilities of the Association have been operated in the prior calendar year exclusively for the benefit of its membership and their guests and that the Association intends to continue that practice for the current year.

This resolution must be notarized.