

Oak Bridge Condominium Association

****IMPORTANT DRIER VENT CLEANING NOTICE****

Date: September 18, 2017
To: All Owners and Residents of Oak Bridge
From: Board of Directors and The Evergreen Harvard Group
RE: Mandatory dryer vent cleaning.

As many of you are aware, the dryer vents are scheduled for cleaning this year. Enclosed please find a copy of the schedule.

On the day that your unit is scheduled to be inspected, please make sure that you are home or have given someone in your area a key to your unit. Please make sure to complete the enclosed form and return it to The Evergreen Harvard Group office no later than Friday September 22nd. You can also drop off the form below in the Board mail box located on the right wall in the mail house.

****This cleaning is mandatory for all units****
Failure to allow access to your home on the scheduled date could involve cancellation of the master insurance policy.

We hope that every resident and owner will give their maximum cooperation so that this very important cleaning can be completed. Please contact Leah Borla at 603-622-7000 if you have any questions regarding this notice. This year if you are unable to be at the inspection, please notify Leah at The Evergreen Harvard Group office and she will work with you and be available to let them in for you. A key will need to be given to Management and will be returned on the day of the inspection.

We will be requesting signatures from those residents that are NOT home for the inspection.

Unfortunately, if we are unable to access your unit for the cleaning a \$200.00 fine will be assessed and the vendor will be called back to the property at your expense.

Sincerely,

The Evergreen Harvard Group & Board of Directors

If you cannot be home and plan to make other arrangements, you must complete this form and email (dwaitt@evergreenharvardgroup.com), fax or mail it to the address below. It must be received no later than September 22, 2017. Or drop off the form in the Board mail box located on the right wall in the mail house.

I, _____ will leave my key with _____.

His/Her telephone number is _____

OR

I, _____ will leave my key in a location outside of my home. In doing so, I agree to hold Evergreen Harvard Group, Oak Bridge Board of Directors, Oak Bridge Condominium Association and Armstrong Heating harmless of any liability claims resulting from the services provided and shall not be named in any claims as a result of the services.

The inspectors can find my key:

Signed _____ Date: _____

OR

I, _____ will leave my front door unlocked. In doing so, I agree to hold Armstrong Heating, Oak Bridge Condominium Association & The Board of directors, and The Evergreen Harvard Group harmless of any liability claims resulting from the services provided and shall not be named in any claims as a result of the services.

Signed _____ Date: _____

Please fax this form to 603-623-7200. Attention: Leah Borla or email Leah at lborla@evergreenharvardgroup.com or drop off in Board mail box found in mail house

Or mail to:

Oak Bridge Condominium Association
17 Commerce Dr.
Bedford, NH 03110

	Morning Section	Morning Units	Afternoon Section	Afternoon Units
9/25/2017	1	F1: 159, 160 F2: 169, 170 F3: 179, 180	2	F1: 157, 158 F2: 167, 168 F3: 177, 178
9/26/2017	3	F1: 155, 156 F2: 165, 166 F3: 175, 176	4	F1: 153, 154 F2: 163, 164 F3: 173, 174
9/27/2017	5	F1: 151, 152 F2: 161, 162 F3: 171, 172	6	F1: 1, 2 F2: 11, 12 F3: 21, 22
9/28/2017	7	F1: 3, 4 F2: 13, 14 F3: 23, 24	8	F1: 5, 6 F2: 15, 16 F3: 25, 26
9/29/2017	9	F1: 7, 8 F2: 17, 18 F3: 27, 28	10	F1: 9, 10 F2: 19, 20 F3: 27, 30
10/2/2017	11	F1: 31, 32 F2: 51, 52 F3: 71, 72	12	F1: 33, 34 F2: 53, 54 F3: 73, 74
10/3/2017	13	F1: 35, 36 F2: 55, 56 F3: 75, 76	14	F1: 37, 38 F2: 57, 58 F3: 77, 78
10/4/2017	15	F1: 39, 40 F2: 59, 60 F3: 79, 80	16	F1: 41, 42 F2: 61, 62 F3: 81, 82
10/5/2017	17	F1: 43, 44 F2: 63, 64 F3: 83, 84	18	F1: 45, 46 F2: 65, 66 F3: 85, 86
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10/9/2017	21	F1: 91, 92 F2: 111, 112 F3: 131, 132	22	F1: 93, 94 F2: 113, 114 F3: 133, 134
10/10/2017	23	F1: 95, 96 F2: 115, 116 F3: 135, 136	24	F1: 97, 98 F2: 117, 118 F3: 137, 138
10/11/2017	25	F1: 99, 100 F2: 119, 120 F3: 139, 140	26	F1: 101, 102 F2: 121, 122 F3: 141, 142
10/12/2017	27	F1: 103, 104 F2: 123, 124 F3: 143, 144	28	F1: 105, 106 F2: 125, 126 F3: 145, 146
10/13/2017	29	F1: 107, 108 F2: 127, 128 F3: 147, 148	30	F1: 109, 110 F2: 129, 130 F3: 149, 150

F1 - 1st floor
F2 - 2nd floor
F3- 3rd floor