

TO: Owners at Oak Bridge Condominium Association

FROM: Harvard Management and the Board of Directors

DATE: June 5, 2015

RE: New Move In/Out Policy

The Board of Directors has initiated a new move in/out policy. Effective August 1, 2015, a fee of \$100 will be charged to any owner or their tenant who is moving in or out of the property. This fee will be charged for each occurrence and will be assessed directly to your account ledger and will be due within 30 days. Any outstanding fees will be assessed late fees and could be subject to the property's collection procedures if not paid promptly. Any owner not reporting in a change in tenancy/occupancy or ownership will be assessed an additional \$100.00 over and above the established \$100.00 fee.

This policy was put in place as the association has had to pay trash removal bills for the removal of abandoned furniture, boxes, etc. and make repairs to damage in the hallways and doors in the buildings caused by careless moving activity. This fee will help off set the cost to these bills.

The Board has placed a lot of thought into this and they feel that this is the best solution to this ongoing issue.

Thank you.