

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.

The Lessee understands that **Oak Bridge** is part of a Condominium. Lessee agrees to comply with any provisions of the Declaration, by-laws and rules and regulations of the condominium and the same are incorporated by reference herein. For further information concerning these rules and regulations the Lessee may contract the Lessor for same.

Lessee

Date

Lessee

Date

Owner/Agent

Date

LEASE/RENTAL AND SELLING OF UNITS:

Unit Owner's must furnish their realtor with a copy of the Declaration, bylaws, and a current publication of these Rules & Regulations for the purpose of keeping potential buyers informed of what their obligations may be if they purchase a unit.

Unit Owner's shall provide their tenant(s) with the most current copy of these Rules and Regulations, the Declarations, and the bylaws of Oak Bridge, prior to signing any agreement/contract.

Unit Owner's shall update their tenant(s) and realtor(s) of any new or amended Rules & Regulations, the Declarations, and the bylaws of Oak Bridge.

Unit Owner's may only lease/rent their units for residential purposes only.

Unit Owner's who lease/rent their unit must provide the Association with a copy of the lease/rental agreement between the owner and the tenant(s) within thirty (30) days of the rental/lease agreement.

Unit Owner's shall not lease/rent their units unless at least one of the contracted tenant(s) who will actually occupy the unit is eighteen (18) years of age or older. The Unit Owner shall provide the Association a list of names of all tenant(s) who are to occupy the unit.

Unit Owner's shall be legally responsible for the actions of their tenant(s) and shall be liable for any warnings, fines, penalties or maintenance charges imposed against the unit by the Board on account of any failure of such person to abide by these Rules and Regulations, Declarations, and bylaws.

