


## To All Oakbridge Owners - policy update




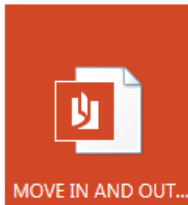
Connie Garland  4:02 PM  Documents

From: **cgarland@harvardmanagement.com** (cgarland@harvardmanagement.com) This sender is in your [contact list](#).

Sent: Wed 6/03/15 4:02 PM

 1 attachment (111.0 KB)

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Good afternoon everyone

Attached please find the newly adopted move in/move out policy. As everyone knows people continue to throw items in and around the dumpsters that are not items that qualify for city pick up. The fine of \$250.00 will continue to be enforced for those who leave items in or around the dumpster. The dumpsters are to be used for trash bags only. You may place cardboard boxes in the recycle dumpster.

We have also had several unit information forms turned in without the license plate numbers listed. We cannot issue parking stickers without the plate numbers.

For those of you that rent your unit out management will need the lease addendum, the unit information form and the move in and/or the move out fee. If you are re-renting your unit please note that a move out fee of \$100.00 will be charged when your tenant moves out and another fee of \$100.00 will be charged for the move in. It is up to you if you wish to charge the tenant for this expense.

Parking stickers will be issued once all of the fees and the completed paperwork are sent to management.

If you have any questions or are in need of clarification on the policy please call me at (603) 429-2019 ext. 338

Thank you.

Connie Garland  
Harvard Management Solutions Inc.