

# Unit Information Directions

All new Unit Information Forms or changes to form must follow the below process:

updated 1/2/2020

1. Complete the **current** unit information form (fully filled in). Unit information forms can be found on the website ([www.OakBridgeNH.org](http://www.OakBridgeNH.org) under "documents") or in the Club House Library. **Only current forms are accepted.**
2. A COPY of each vehicle's registration is required to show proof vehicle of ownership. Only 2 vehicles are allowed per unit per Declaration (document found on website). Only residents are given parking stickers. Registration must show Oak Bridge as current address.
3. If you have a dog, you must also attach a COPY of your dog license paperwork, so we can insure each dog is up-to-date with shots and is registered with the City of Concord and the Association. All dogs must be PRE-APPROVED in writing by the Board prior to residency per Rules and Regulations. Dog's DNA sample must be taken, cost to dog owner.
3. If you are/have a tenant, a copy of your/the lease is required as proof of residence.
4. Paperwork can be submitted via email to the board's email address (below) or dropped off at the Board's mail box located on the right wall inside the mail house. No parking stickers will be given until all paperwork is submitted and complete.
5. Parking stickers will no longer be mailed to owners/residents. Each parking sticker number is recorded and kept on file. Parking stickers are assigned to vehicles. If you change vehicles, we need a copy of the new vehicle registration, a new unit form filled in, and you will need a new sticker.  
Yellow = outside numbered space or "P" ermit space    Blue = garage space
6. Parking stickers need to be placed on the driver's side rear window at the top. Stickers misplaced on vehicles will be considered invalid. See diagram:



7. If incomplete/missing unit information form, vehicle registration(s), lease, or dog license paperwork are not presented, no parking stickers will be given, club house fob will not be activated and form(s) will be returned.
8. Vehicles with invalid or missing parking stickers may be towed at owner's expense.
9. Buzzer # - list the phone number to be called when building buzzer is activated for your unit.
10. If information on your unit form changes, please fill out another unit form and check stating what has changed. This is especially important if changing phone numbers for emergencies.

Thank you for your co-operation – Board of Directors

Board email: [OakBridgeNH@hotmail.com](mailto:OakBridgeNH@hotmail.com)

website: [www.OakBridgeNH.org](http://www.OakBridgeNH.org)