

To: Brookline Garden Condominium Owners
From: BGCA Board of Trustees
RE: Policy changes and reminders
Date: August 14, 2002

Please be advised that effective October 1, 2002, the Board of Trustees has unanimously approved a \$35.00 fee for move-ins and move-outs. In multiple instances over the past several months, it has been noted that during changes in unit occupancy, damage has occurred to common area elements such as walls, carpets, and doors. The cost of repairs for this damage has previously been paid directly out of condominium fees. After extensive discussion, the Board has agreed that the most appropriate way of handling this problem is through a small charge when someone moves in, and then again when they move out. We anticipate that this charge will help us to keep condominium fees as low as possible by covering the repair costs, and will also provide an incentive to taking extra care not to damage common property. Damages directly attributable to one unit will be the responsibility of that unit's owner rather than burdening the entire association.

The move-in charge will be payable with the first month's condominium fees, and the move-out charge will be assessed before a 6D certificate is issued. We are aware that some owners choose to rent their units to second parties; those owners will be responsible for payment of the fees when their unit changes occupancy. At the owner's discretion, the charges can be recouped from their tenant separately. Thank you for your adherence to this policy as we continue to improve the maintenance standards at Brookline Gardens. Questions may be directed to The Dartmouth Group or the Board of Trustees.

We would also like to take this opportunity to remind all unit owners of the courtesy towards our neighbors that is necessary in a condominium environment. We have recently had complaints about noise in several buildings. The BGCA handbook (pg 16) states that "*shall, at all times, be kept at a sound level which will not annoy the residents of neighboring units.*" Please be considerate in your entertainment. Similarly, it has been pointed out that gardening tools, including the hose, are frequently being left strewn about the garden plots behind the 19-23 buildings. Not only is this discourteous, but it is also a safety hazard. The superintendent will be instructed to remove equipment improperly put away in order to prevent injury.

Finally, the basement cleanout is finally complete. However, some buildings have already begun to accumulate rubbish in the basement again. The Board intends to begin holding individual buildings accountable for rubbish in their basement and reserves the right to assess cleaning charges to individual buildings with serious litter problems. Please be responsible for your property and dispose of unwanted items properly. Thank you for your cooperation.

The Board of Trustees