

**POLICY RESOLUTION OF THE EXECUTIVE BOARD
OF THE TWIN OAKS MANOR CONDOMINIUM ASSOCIATION**

RENTAL FEE

On the 13th day of November, 2012, a duly called Meeting of the Executive Board took place.

WHEREAS, the cost of trash removal and common area building maintenance is part of the Associations Annual Budget, and

WHEREAS, there are ongoing violations by residents moving in/out of the building whereby they are placing large items into and around the dumpster areas without permission and/or without paying for the removal of these items, and

WHEREAS, the Association's Rules prohibit large items from being placed in or around the dumpsters, and

WHEREAS, there is additional wear and tear to the common areas caused by residents moving in/out of the building, and

WHEREAS, the Board of Directors has the authority to implement rules and enforce fees, and

WHEREAS, in an effort to offset these additional costs the Executive Board unanimously agreed to implement the following move-in fee:

1. A rental fee of \$100.00 will be charged to all owners who rent their units. A maximum fee of \$200.00 will be charged each year.
2. To determine if a fee will be charged, included in this mailing is an occupant form. All owners whose mailing address differs than that of the unit address are required to submit the completed form by January 1, 2013. Subsequently, this form will be sent to all non-resident owners twice a year thereafter, once in April and again in October. If the occupancy has changed between form dates the owner will be charged \$100.00. Therefore, the maximum rental fee charged each year is capped at \$200.00
3. Owners are required to provide the managing agent with the names, contact and vehicle information of each resident within 10 days of occupancy. This requirement is in addition to the rental fee and must be provided each time the unit is occupied by a new tenant.
4. A copy of this Resolution shall be distributed to all Unit Owners of record.
5. Failure to abide by this policy will be considered a violation subject to fines and other remedies afforded by law and in compliance with the Governing Documents.

This policy shall commence on January 1, 2013.

Twin Oaks Manor Condominium Association
Board of Directors

TWIN OAKS MANOR CONDOMINIUM ASSOCIATION

NON-OCCUPANT OWNER INFORMATION FORM

I, _____, owner of unit _____

Sanlin Drive in Twin Oaks Manor Condominiums hereby certify that a copy of the Associations Rules and Regulations has been provided to the current tenant residing in this unit. The Tenant understands and agrees to abide by the Rules and Regulations. Tenant also agrees that no household pets will be housed in the unit at any time during his/her tenancy.

Occupant's Name _____

Occupant's Name _____

Occupant's Name _____

Occupant's Name _____

Tenant Telephone # _____ Tenant Telephone # _____

Vehicle Make _____ Model _____ License _____

Vehicle Make _____ Model _____ License _____

Parking Pass needed _____yes _____no

Signed by: _____
Unit Owner

Date: _____

Please submit the completed form to Rj Community Management via email info@rjcmgt.com or via mail 4900 Perry Highway, Building 1, Suite 300, Pittsburgh, PA 15229.