

Dear Residents,

Due to the extreme amount of damage being caused daily to the common elements (hallways, elevator doors, elevators walls, building walls, railings, electric lights, bulletin boards, etc.) by the people making repairs to the units, or making deliveries, or making moving ins and/or moving outs and in order to preserve and avoid these damages from continuing to happen, especially now that all buildings are being painted, the Association has established a new procedure as follows:

All residents moving in or out, or having any kind of deliveries made to the unit including medical beds, any repairs being done to the units, any kind of flooring installation whether it is carpet or tile, carpet cleaning, plumbing repairs or any other type of action that may damage the common elements, it is required that a deposit of \$100.00 REFUNDABLE DEPOSIT (CASH ONLY) be left at the Management Office prior to anything of the above takes place whether or not your building has already been painted as damages are not only to the new painted walls but also to the bulletin boards, electric fixtures, elevators, etc.

This deposit will be held for the period of time the delivery, installation, etc. takes place. The security guard will inspect the common elements prior to the start of any of the above mentioned and at the end when the job, delivery, etc., has been finished to make sure that no damages were done. Once this inspections is done, the refundable deposit will be given back to the resident. Please make sure that the people doing the above follow the Rules and Regulations, specifically the ones stated behind the Copmmercial and Moving Pass. Failure to comply will forfeit the whole deposit or part of it. I hope you understand that the only purpose behind this refundable deposit is to help preserve our beautiful newly painted buildings from getting deteriorated again due to the lack of care from the moving companies, delivering companies and repair men who do not care whether our buildings look nice or not.

Also, I want to take this opportunity to thank you all for helping us in this endeavor which is only for the benefit of all you who live here and want the place you live in to look nice.

### **NOTE**

**Please be informed that the office will be closed from Friday, 8/31/07 at 12 NOON until Tuesday morning, 9/04/07 due to the Labor Day Holiday weekend. Please plan ahead of time and come to leave your refundable deposit at the Office if you are planning to move out or having some kind of delivery or repair done to your unit on Friday or Saturday. Remember no work, deliveries or moving in or out is allowed on Sunday and Monday (Labor day).**

**Please call the Security Guard at 305-725-5828 on Friday after 12 NOON and on Saturday, for him to inspect the common elements if you have already left your deposit at the office for any deliveries, repairs or moving in or out.**

**HAVE A GREAT LABOR DAY WEEKEND – DRIVE SAFELY!!!!!!!**