

TO: LANDLORD/UNIT OWNERS
FROM: BOARD OF TRUSTEES
TEN MAYBERRY DRIVE CONDO ASSOCIATION
DATE: January 11, 2024
SUBJECT: Landlord's Responsibilities at Ten Mayberry Condominiums

The Board of Trustees of Ten Mayberry Condo Association expects both the renter and landlord/unit owner, to abide by the regulations. Landlords (also known as unit owners) must enforce the condo association rules when tenants lease property from them. Landlord/Unit Owners must abide by the maintenance guidelines, rules & regulations and bylaws of Ten Mayberry Drive Condo Association.

All unit owners, residents, households and renters are expected to follow rules and regulations set forth by the Trustees of Ten Mayberry Drive Condominiums. If unit owners and/or their renters violate the bylaws, governing condo association may impose a variety of penalties, ranging from fines, to forced compliance, to legal action.

The Condo Association requires Landlord/Unit Owners to take the following actions when renting their property to tenants.

- Landlord/Unit Owners should ensure renters follow all condo association rules in their rental agreements. All rules and regulations are on the website:
<https://tenmayberrydrivecondos.com/condo-rules>.
- Fill out Unit Occupant Form for Renters so the condo association has renter contact information in event of an emergency.
- The Unit Occupant Form for Renters must be filled out and returned to the condo association. Either the renters or the landlord can complete the contact information section, ensuring that the condo association has the renters' contact details in the event of an emergency.
- Landlord/Unit Owners should provide condo association rules (or Renter Packet) with the rental agreements. These legal documents ensure renters comply with the association's regulations. The rental contracts should contain the landlord's emergency contact information.
- It is highly recommended that the Landlord/Unit Owner give the Renter Packet which contain the governing documents such as the by laws, rules & regulations and important memos to tenants before they move in. The Renter Packet and all rules and regulations, memos and bylaws are downloadable on the website:
<https://tenmayberrydrivecondos.com/condo-rules>
- Landlord/Unit Owners are financially responsible for tenants' violations, abuse to the building resources and damages to the property.
- Landlord/Unit Owners maintains the property, not the renters.
- Renters must submit all requests to the condo association through the Landlord/Unit Owners unless it is an emergency such as issues with the building's resources.

- The Board of Trustees expects that Landlord/Unit Owners to promptly respond to questions and resolve problems with rental unit or tenants that are brought to Landlord/Unit Owners' attention.
- The Board of Trustees does not manage rentals and landlords/unit owners are responsible for educating their tenants of the rules and regulation of the condo association and are financially responsible for any damages to the building property and its resources caused by the renters.
- Attached to this email memo is the Renter's Packet for you to read and to educate your renters about Ten Mayberry Condo Rules & Regulation.
- Please include the Renter Packet with your rental agreement. You can find the Renter Packet on the website and it is also attached to this email.
- Updated rules are found on the website: <https://tenmayberrydrivecondos.com/condo-rules> for Landlords to distribute to the renters.

We urge you and your tenants to review the condo rules and regulations. This will significantly minimize and prevent any potential misunderstandings or inadvertent violations of condo rules and set expectations for both Unit Owners and Renters. Your compliance and educating your renters prior to moving in, regarding all the condo rules, regulations, and guidelines, is important for maintaining a harmonious living environment within the condominium community

If you have any questions, please email tenmayberrytrust@welchforbes.com.

Thank you in advance for your cooperation.