



55 West 22nd Street, Suite 310
Lombard, IL 60148
630-627-3303
Fax: 630-627-0033

July 14th, 2018

Re: Move in Move out rule amendment

Dear Owners,

We are implementing a move-in, move-out fee for XYZ Community. The proposed changes included a change in fee structure. Please review, we will discuss and approve this as an addition to the Rules and regulations for XYZ Community during the next scheduled board meeting.

This is necessary to ensure we preserve the condition of our hallways and elevator.

Maintaining the common areas is important as it can factor into the resale value. This also places the damage responsibility on the person(s) moving in and out of each unit.

If you have questions feel free to call Hillcrest and speak with Tom Purrazzo or come to our next board meeting **August 14th, 2018 at 7pm** we will have a brief discussion before the board votes to implement it immediately.

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Thank you for your cooperation,

Tom Purrazzo
Licensed Property Manager
Hillcrest Property Management
Board of Directors
XYZ Community Association





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MOVE IN MOVE OUT RULE UPDATE

1) Effective August 14th, 2018 we the Board of Directors agree to change the move in, move out policy from, NO fee for move in or move out to:

\$300 deposit, \$200 refundable, \$100 nonrefundable.

2) If you do not notify the board at least 7 business days prior to moving in or out there will be a \$200 fine on top of the standard fee applied to your account.

3) The board will conduct a walk-through before and after each move in move out to ensure there was no damage done to the common areas.

4) If there is in fact damage done to the common areas no money will be refunded to your account and you may be subject to cost of repairs depending on the severity.

