



Bolling Brook Condominium UOA

Notice of Annual Inspection **Monday, March 16, 2015 12:00 Noon - Completion** **Buildings 3230 – 3232 – 3242 – 3240 - 3210**

Dear Homeowner(s) – Current Resident:

In accordance with the governing documents of Bolling Brook Condominiums the management company along with a certified plumber and pest control provider will be conducting our annual in unit inspections for covenants compliance. Owners in the building are directed to comply with maintenance responsibilities outlined in the governing documents below. Unit owners will have until Monday, March 16, 2015, to replace their unit equipment, appliances, and appurtenances such as shower cartridges or other such components in the unit that are in need of being kept in good order, condition, or repair. At the time of the inspection the Management Company will enter all units and inspect for compliance. The pest control company will be checking for bed bugs and the associations plumber will replace faulty cartridges at the unit owner's expense. Normal established collections procedures will be followed to receive collection of the cost of repair. It is the responsibility of the unit owner to ensure current keys are on file with the management office if arrangements are not made to be home during the time of inspection.

Bylaws – Chapter 5, Section 5 (b):

(1) Each unit owner shall keep the unit and its equipment, appliances, and appurtenances in good order, condition, and repair and in a clean and sanitary condition. Each unit owner shall perform this responsibility in such a manner as shall not unreasonably disturb or interfere with the other unit owners.

Rules and Regulations Chapter 2 Section 6.2:

6.2 Annual In-Unit Maintenance and Renovation Inspections - Annually, the site staff and members of the Covenants Committee inspects the common elements and other structural components within a unit for unauthorized renovations (removal of bearing wall), or other visible violations. You will be notified 72 hours prior to the date of the scheduled inspection via notice placed in front of all unit doors. A written report will be given to each Unit owner upon completion of the inspection. It is the responsibility of the Owner to make the needed repairs in a timely manner or be subject to violation charges and/or other enforcement action by the Association.

If you have any questions or concerns regarding this matter please contact me immediately at 703.931.3660 or via email at lklinger@legumnorman.com.

Sincerely,

Levi Klinger, CMCA - Bolling Brook Property Manager
Cc: Covenants Committee