

October 31, 2018

To: Forrest Hill Condominium Homeowner's

From: Forrest Hill Homeowner's Association

It has been noticed that a window/windows in your unit is fogged over and are in need of being replaced. The visual integrity of all common elements is the responsibility of all unit owners.

Maintenance and replacement of all unit windows, screens and attached hardware are the sole responsibility of the homeowner. Replacement of exterior doors or windows requires prior Board approval.

The Forrest Hill Homeowner's Association Board is requesting that you replace the windows within 6 months of the date of this letter. The Board feels this is adequate time for the window replacements. If you are unable to comply to this request within the 6 month term you will be in violation of the Rules and Regulations of the Homeowner's Association.

If the Unit Owner and/or their tenant is still non-compliant at the end of the 6 month period, the following schedule of fines will be initiated:

- \$50 after 6 months of original notice;
- \$100 additional after 60 days;
- \$200 additional after 90 days.
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After 90 days a fine will be \$200.00 a month until compliance is rendered.

Enclosed you will find a Variance request form and window specs for your review.

If you have any questions please call us at (585) 248-3840.

Respectfully,

CROFTON PERDUE ASSOCIATES INC.

Nikolas Albert

Property Manager

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