

POND MEADOWS CONDOMINIUM ASSOCIATION

MANDATORY CENSUS

As explained in prior mailings, this census is required by federal laws and regulations (46 USC 3601 and 24 CFR 100.307 *et seq.*) and by the Pond Meadows Condominium Association to conduct a verified census of owners and residents and to update it every two years. **THIS CENSUS IS REQUIRED OF ALL OWNERS FOR THE ASSOCIATION TO BE IN COMPLIANCE WITH BOTH FEDERAL LAW AND THE BY-LAWS. IT IS NOT OPTIONAL.**

Accordingly, the Board of Trustees, at its meeting on January 11, 2016, adopted the following resolution for failure to return the enclosed census in proper form:

*Under the authority set forth in the By-Laws of the Association (Article VIII, Sections 1 and 2 (as amended March 8, 2015) a fine of **TWO HUNDRED DOLLARS (\$200.00)** shall be assessed on each owner, commencing on March 1, 2016, and on the 1st of each and every month thereafter for failing to complete, to certify, and to return the census to the office of the property management company: **YES Property Management Group by February 13, 2016.***

A self-address, stamped, envelope is enclosed for the return of the census, vehicle registration, and copies of any lease, as may be required.

INSTRUCTIONS

This census consists of FOUR (4) sections and a vehicle registration form. All owners must complete **either Section I, or Section II, or Section III. Everyone** must complete **Section IV**. If you also have vehicles, you must also complete the vehicle registration form at the end. Vehicles not properly registered and affiliated with a particular unit found on the grounds shall be subject to towing without formal notice consistent with Pond Meadows parking rules.

The sections are:

Section 1: Resident/Owners, to be complete by owners who reside in their units;

Section II: Non-Resident /Owners, to be completed by owners who do NOT reside in their units but who are NOT landlords;

Section III: Non-Resident/Landlord/Owners, to be complete by owners who lease their units to tenants (must provide a copy of the lease); and

Section IV: Certification, which MUST be completed by **everyone**.

SECTION I: RESIDENT/OWNERS

Unit number and address: _____

Names of the owners of record: _____

Names and **ages** of **all** residents of the unit: _____ (AGE) _____

_____ (AGE) _____

_____ (AGE) _____

SECTION II: NON-RESIDENT /OWNERS

Unit number and address: _____

Name(s) and addresses of the owners of record: _____

Names and ages of all residents of the unit, and their relationship to the owner(s):

_____ (AGE) _____

Relationship to owner: _____

_____ (AGE) _____

Relationship to owner: _____

SECTION III: NON-RESIDENT/LANDLORD/OWNERS

Unit number and address:

Name(s) and addresses of the owner/landlord(s): _____

Names and ages of all tenants (and any other resident) of the unit: _____

_____ (AGE) _____

_____ (AGE) _____

_____ (AGE) _____

LANDLORDS MUST SUBMIT A COPY OF THE LEASE WITH THIS COMPLETED CENSUS TO COMPLY WITH THE REQUIREMENT OF THE MASTER DEED.

SECTION IV: CERTIFICATION (Must be completed by all owners)

I certify that the foregoing statements and information made and provided by me are true. I am aware that if any of the foregoing statements and information made and provided by me are wilfully false, I am subject to punishment.

_____ (signature of owner 1)

_____ (printed name of owner 1)

_____ (signature of owner 2)

_____ (printed name of owner 2)

VEHICLE REGISTRATION

Vehicles **of residents not** appearing on the registration list will be subject to fines and towing. The list is needed to distinguish residents' vehicles and those of lawful visitors from vehicles which are improperly parked or stored on the grounds.

Unit: _____

Vehicle 1: Year _____

Make/Model _____ Color _____

License Plate # _____ (State) _____

Vehicle 1 owner(s): _____

Vehicle 2: Year _____

Make/Model _____ Color _____

License Plate # _____ (State) _____

Vehicle 2 owner(s): _____