



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

INFORMATION SHEETS POLICY

Revised January 10, 2022

1. Timing:
 - a. Change Date on Information Sheet
 - b. In mid-December send updated Information Sheet to Unit Owners with return deadline of January 31, next year (attach to minutes of December BOT meeting).
 - c. Place and maintain blank copies of the Information Sheets on BOT Bulletin Board in Mail Building.
 - d. On January 23 send reminder letter with a copy of Information Sheet to those who have not submitted information.
 - e. February 1 send Warning letter with a copy of Information Sheet to those who have not submitted information.
 - f. February 9 send Fine letter with a copy of Information Sheet, and Invoice from Bookkeeper, to those who have not submitted information.
2. What to check on Information Sheets:
 - a. Date of Birth for 55+ (HUD (24 CFR part 100, subpart E, Sections 100.304-307) and age restrictions for Summerfield at Taft Hill).
 - b. Mortgage information (Massachusetts General Laws, Part II, Title I, Chapter 183A, Section 4 (4)). Letter to be sent to each mortgage holder informing them of our contact information (Massachusetts General Laws, Part II, Title I, Chapter 183A, Section 4 (5)).
 - c. Check phone numbers and email address versus spreadsheet and send any changes to the person maintaining the 911 (Time Sensitive Information) phone list and to the Web Master for inclusion in BOT and Resident lists.
 - d. Correct emergency contacts in spreadsheet.
 - e. Change any automobile modifications in spreadsheet.
 - f. Check insurance form for expiration date, dwelling coverage (amount, type (HO3, HO4, HO5, Homeowners and not HO6)), mortgage company. This is required by By-Law 3.E.



at Taft Hill
1 Summerfield Drive Uxbridge, MA 01569

January 23, 202**X**

Unit Owner Name

Address

Uxbridge, MA 01569

Dear Unit Owner Name,

Summerfield at Taft Hill was organized under Massachusetts General Laws, Part II, Title I, Chapter 183A governing condominiums and it requires that every year the Trustees collect the information in the attached Information Sheet and a copy of the Declaration page from the Insurance policy for each Unit. We need to confirm that you have the correct insurance (H03), coverage and that it is current. Please complete the Information Sheet and attach a copy of the Declaration page for your Unit Insurance Policy and deposit it in the Green Box in the Mail Building by January 31, 202**X**.

Thank you,

Summerfield BOT

Form letter for 1.d.



AT TAFT HILL

February 1, 202~~X~~

Unit Owner Name
Address
Uxbridge, MA 01569

Dear Unit Owner Name,

Based on Section IV of the Summerfield at Taft Hill Condominium Master Deed, the Trustees are required to assure compliance with HUD (24 CFR part 100, subpart E, Sections 100.304-307) and age restrictions for Summerfield at Taft Hill. By-Law 3. E. requires the Trustees to confirm that each Unit Owner has the correct insurance for their Unit. These requirements must be met each year.

To meet these obligations, the Trustees sent a form to each Unit Owner on December 23, 202~~X~~ with the requirement that they be completed and returned by January 31. A second reminder notice was sent on January 23, 202~~X~~.

You have failed to comply with the deadline and this is a warning letter, as defined under Rule 32.

If your completed Information sheet (Attached) has not been received (Green Box in mail building or email to summerfieldbot@gmail.com) by February 8, 202~~X~~, you will be assessed a fine of \$25. **The fine will double each week thereafter.**

If you believe that you have extenuating circumstances regarding the deadline, you have the right to appeal to the Board of Trustees using the Green Box or email for a hearing by the Board. Because these are Federal and State requirements (Laws), the requirement for this documentation cannot be waived.

Sincerely,
Board of Trustees

Form letter for 1.e.



AT TAFT HILL

February 9, 202~~X~~

Unit Owner Name
Address
Uxbridge, MA 01569

Dear Unit Owner Name,

Based on Section IV of the Summerfield at Taft Hill Condominium Master Deed, the Trustees are required to assure compliance with HUD (24 CFR part 100, subpart E, Sections 100.304-307) and age restrictions for Summerfield at Taft Hill. By-Law 3. E. requires the Trustees to confirm that each Unit Owner has the correct insurance for their Unit. These requirements must be met each year.

To meet these obligations, the Trustees sent a form to each Unit Owner in December with the requirement that they be completed and returned by January 31. You were sent a warning letter, as defined under Rule 32, on February 1, 202~~X~~ stating:

“If your completed Information sheet (Attached) and the Declaration page of your **Homeowners Insurance** have not been received (Green Box in mail building or email to summerfieldbot@gmail.com) by February 8, 202~~X~~, you will be assessed a fine of \$25. **The fine will double each week thereafter.**”

You have failed to comply with the deadline and you are being assessed a \$25 fine. This fine will double each week thereafter to a maximum of \$200 and remain at \$200 per week until you comply.

If you believe that you have extenuating circumstances regarding the deadline, you have the right to appeal to the Board of Trustees using the Green Box or email for a hearing by the Board. Because these are Federal and State requirements (Laws), the requirement for this documentation cannot be waived.

Sincerely,
Board of Trustees