

Dear Owner,

On behalf of the Nautica Soundview Condominium Association Board, we welcome you to our community. We hope the following information is useful, and that you let us know if we can be of further help.

Condominium Association: The Board of Directors is responsible for the governance of the Association. The Board makes decisions at meetings held on the third Thursday of each month. There is an Annual Owner's meeting during the first quarter of the year. This is when new candidates are elected to vacant seats on the Board. The Budget Ratification meeting is usually in October. Meetings are conducted by Zoom teleconference.

Declarations and Bylaws: As a new owner, you should have received the Nautica Soundview Condominium governing documents. It is the responsibility of Owners to become familiar with the rules, regulations, and restrictions regarding this property. Owners who rent their units are required to provide a copy of their lease agreement to our Community Manager at Port Gardner Property Management. Leases must be executed for no less than a six-month period. The governing documents are on our website at www.nauticasoundview.com.

House Rules: The House Rules document includes rules extracted from the Declaration or added by the Board. Owners who rent their units are responsible for ensuring their renters comply with all applicable rules. Some of the rules that are found in the Declaration may not necessarily be repeated in the House Rules such as:

- Window coverings must show as white from the outside.
- Signs may not be displayed in unit windows (except as allowed by federal law.)
- No changes in hard-surface flooring or structural walls without Board approval.
- Satellite dishes and Antennas may also require approval.
- Unit door hardware must conform with the type installed by the builder or be approved by the Board.

If in doubt, contact our Community Manager, Mr. Tom Gish, Jr., to avoid potential fines.

Access to Buildings: Upon request, your telephone number can be programmed into the front door callbox for remote entry. Contact our Community Manager to request help with getting set up on the telephone access control device by the front entrances.

Communication: The primary method for disseminating official notices from the Board is by mail. The Association website is used to disseminate announcements. Please contact our website administrator, Kathy Greenwood, if you want to receive announcements regarding water shut-offs, elevator outages, etc. Also contact her for instructions on "joining" the website so you can read Board meeting minutes and review the governing documents. You can contact her through the website's "Contact Site Admin" tab at www.nauticasoundview.com.

Again, welcome to the Nautica Soundview Condominiums. We hope you enjoy living here.

Sincerely,



Matt Wilson, President