



March 24, 2020

Dear Owners at Villa at the Woods Condominium

The Board is implementing a new tenant registration form that all owners with tenants must complete and return to the Board. This must be received by no later than June 30, 2020.

Please read the following information Prior to completing the tenant registration form.

1. Use of this rider is considered equivalent notification and automatic acceptance of a lease between a Unit Owner and the tenant with respect to duly waiving the Right of First Refusal as granted by the Board of Managers required by Article 7 of the Bylaws.
2. Once executed by the owner and tenant , a copy of the rider and balance of the executed lease agreement shall be returned to Realty Data Processing, Inc. at 303 Merrick Road Suite 506, Lynbrook, NY 11563 or sent to the Board via scan/email at villaatthewoods@gmail.com.
3. The Board understands the logistics associated with this requirement and therefore grants the Unit Owners at least Forty-Five (45 days) from the receipt of this letter not to exceed June 30th 2020 to ensure timely return of said fully executed rider and lease agreement. This generous period takes into consideration the following difficulties: some unit owners live out of state, the lease agreement may have to be reconstituted and/or created, copies of the Rules and Regulations of Villa at the Woods may not have been given to the tenants, some individuals may be away on vacation or leave, or some individuals may be suffering from medical difficulties.
4. Once received, acknowledgment of receipt shall be sent back to the owner via mail or email, respectively and should be kept for your records as it certifies the provisions and requirements of the Right of First Refusal as having been met.
5. If the fully executed rider and balance of the executed lease agreement is not received by June 30, 2020, the lease agreement will be considered not in compliance with the terms as stated in the Bylaws, the lease will be considered unauthorized subject the owner to fines for failing to follow the Bylaws, and possibly lead to legal proceedings up to and including eviction of the tenant, with the owner being responsible for all costs and expenses paid or incurred in connection with such proceedings.
6. The Board strongly recommends this document be permanently retained by all Unit Owners as an owner may at sometime decide to lease their unit in the future. You may make copies if you change tenants.
7. This rider is required for all current and new leases going forward.

Thank you for your cooperation as we go forward to make Villa at the Woods a more pleasant place to live.

Sincerely,

Villa at the Woods Condominium
Board of Managers