

Mercury Manor Expenses Paid by HOA fees

- Building Repairs/Painting
- CPA/Attorney
- Utilities: Electrical & Gas (for common areas)
- Water and trash pickup for all (both individual Condos and common areas)
- Landscape of the grounds, includes mowing, tree care and regular upkeep
- Insurance including property & worker's comp
- Supplies for both bldgs. /grounds
- Office/Staff/supplies
- Orkin bug control/mosquito spray
- Plumbing
- Roofing
- Federal/State/County/City taxes and fees
- Improvements approved by Board of Managers

Updated May, 2016

Date: October, 2017

To: Mercury Manor Owners that rent/lease condo units

From: Board of Managers/Property Manager

Because of recent issues, the Board of Managers voted at the September meeting to require that prospective renters must be screened before occupying a condo at Mercury Manor.

The applicant will need to stop by the Mercury Manor HOA office to fill out a screening application either during business hours (8:30am-12:30pm Mon-Fri.) or call to make an appointment after hours. The cost of this service will be \$50.00 paid in cash and non-refundable. If more than one person (over 18 yrs. old) will be occupying the condo, each would pay \$50.00 for their individual report. Items reported will be employment, criminal and rental history. It is recommended that you ask for a credit report, (which is available to them free for the first copy each year). The results will be send back to me within 3-5 days. MTSU creates a high volume during peak times and may cause a slight delay since this company works with several large apartment complexes. This information will be confidential and used by the HOA Property Manager as directed by the Board of Managers to approve or deny applicant.

If someone other than your tenant occupies the condo longer than 10 days they must register at the office with "in case of" emergency information and pay the \$50. screening fee.

Outside entrance doors were re-keyed and new keys given to residents within the past 12 months. Please make sure these keys are not duplicated as we have already had a bad copy stuck in a door which required a locksmith to come out and take the lock apart at the landlord's expense. When a door lock/dead bolt is replaced or changed, a new key must be brought to the HOA office to be placed in the locked key cabinet. Because this is private property, all vehicles must be registered with the HOA office and display a parking sticker on the lower left rear bumper. Vehicles without a sticker will be towed at the owner's expense when necessary.

These changes have been made to update the security and safety of Mercury Manor Condominiums residents in our small community. Our Board of Managers make every effort to insure the peaceful enjoyment of those living here. If any disturbance occurs, we advise residents to call the non-emergency police dispatcher at 615-893-1311 first since they are available at any time, day or night. Please let your tenants know this is important to the well-being of all that live here.

Please contact the HOA office with any questions.

Regards,

Linda Allen, Property Manager