

**HARVARD AVENUE OWNERS' ASSOCIATION**  
**29-31 HARVARD AVENUE**  
**WEST MEDFORD, MA 02155**  
**781-488-3120**  
**[HAOABOD@Verizon.net](mailto:HAOABOD@Verizon.net)**

Dear New Unit Owner(s):

Welcome to the Harvard Avenue Condominiums.

It is important for the Board to have the information requested in the accompanying form. Please complete the form and put it into the Harvard Avenue Association mailbox (located in the outer lobby), or through the mail slot of the Association's office (located adjacent the middle exit door).

Please review carefully the Welcome Memorandum below, and the Rules and Regulations that form Schedule "A" to the By-Laws. They are intended to insure that everybody can enjoy their Unit and that the value of their Unit will be maintained.

Condominium fees are due the first day of every month. You may put your fee in the Harvard Avenue Association mailbox (black box located in the outer lobby). A \$25.00 late fee is due if the fee is not paid by the 8th day of the month.

If you have any non-emergency questions, concerns, or suggestions, you may email them to [HAOABOD@Verizon.net](mailto:HAOABOD@Verizon.net) or leave a message in the Association's mailbox or mail slot. **In case of emergency, first call 9-1-1- or another appropriate first responder. As soon as possible thereafter, please call (781-488-3120) or email ([HAOABOS@Verizon.net](mailto:HAOABOS@Verizon.net)) the Association.**

Very truly yours,

Joseph F. Ryan, President  
Louisa Poon, Treasurer  
Myrlande Paul, Clerk