

THE BREAKERS PROCEDURE

January 6, 2004

Procedure: Storage Units

Scope: Rental Policy, Access, Maintenance

Purpose: To define who may rent storage units, the control of units and the maintenance of the areas

Rental Policy –

- 1. Condo owners shall have priority for the rental of a storage unit. The Breakers manager shall maintain a request log and assign storage units in the order of the requests on file.**
- 2. If after all requestors in item one above are satisfied, long term renters will have the opportunity to rent a unit. (Long term is defined as someone who leases for 12 months or more.) To rent a unit the lessee shall make a request through the owner of the condo. The condo owner shall be billed monthly.**
- 3. If after the two above conditions are met and there exists open units, condo owners may request a second unit.**
- 4. No storage units shall be rented to any person who is not a condo owner.**
- 5. Storage unit billing shall be on a per-square-foot basis established by the Board of Directors.**

Storage units vacated –

- 1. Storage unit renters who no longer desire to rent their unit, shall give to The Breakers manager notice 30 days prior to vacating. If no notice is given they will be billed for 30 days of usage.**

Sale of a Condo –

- 1. Owners that sell their unit shall have 30 days after the sale to remove all items from the storage unit. The Breakers manager shall advise the owner that any items remaining in storage at the end of 30 days will be disposed of at the expense of the condo seller.**
- 2. The storage unit vacated becomes available for rent. Note: the storage unit cannot be automatically transferred to the new condo owner. The storage unit must be entered onto the log as stated in the Rental Policy of this procedure.**
- 3. The key to the storage area shall be returned to The Breakers manager.**