**MEADOW RIDGE BUSINESS PARK POA, INC (MRBPPOA)**

**General notice**

**1/15/2023**

To all owners and tenants in Meadow Ridge Business Park at 570 Meadow Summit Drive, Ocean Isle NC. Units 1-25.

* Please submit your email and unit address to our management company below. Going forward these notices will be sent via email. [stephenjsulkey@gmail.com](mailto:stephenjsulkey@gmail.com)
* Our new rules/policy update is attached to this communication and can be found on the PAM website below.
* Please keep the area in front and behind your unit clean and neat. We have received complaints about general appearance, trash and items stored in front and behind units.
* Make sure you do not damage or destroy the backflow covers or valves behind the units.
* Window Ninja’s completed the building wash and window wash on 12/29/2022.
* Please make sure any allowed signs or logo’s look clean and neat. Remove or repair these damaged/torn items(flags) as needed.
* Our landscaper has removed the sediment behind units 12 and 13.
* Do not release affluent water behind your unit that causes problems for other units.
* Please do not store anything in the road blocking the sewer lift station behind units 12 and 13.
* Trash around the dumpster and illegal dumping is a recurring issue. The board has amended our landscaping contract to “pick up trash” around the dumpster when he arrives on site each month. Please help keep this area clean.
* We have a contract with an exterminating company to spray the exterior of the building every 6 months. It is your responsibility to spray the inside of your unit.
* The board will request bids to paint the back doors and trim around garage doors in the fall of 2023. We will coordinate with unit owners 30 days before the event is scheduled.

The Meadow Ridge Business Park Condominium consists of 25 units located at 570 Meadow Summit Drive, Ocean Isle, NC 28469 and includes the common areas.

The business park is managed by the Meadow Ridge Business Park Property Association (MRBPPOA).  Attn: Stephen J. Sulkey, Community Manager; Professional Association Management, Inc.; 114 North 6th Street; Wilmington, NC 28401; (910) 833-5823. [www.PAMNC.com](http://www.professionalassociationmanagement.com).

Our trash and parking policies are on the PAMNC website. Please direct any additional questions or concerns to PAM at the website above.

Thanks for your cooperation.