

BAY STREET ONE CONDOMINIUM ASSOCIATION

c/o Neighborhood Association Management, Inc.

P. O. Box 10968

Pleasanton, CA 94588

(925) 243-1797

Fax (925) 243-1798

nam@neighborhoodam.com

www.neighborhoodam.com

February 29, 2008

Dear Fellow Homeowners:

We, your Board of Directors, unanimously approved the enclosed Realtor Policy, effective February 28, 2008.

Please file this new policy with the 2008 Disclosures, Policies and Rules that were sent to you on November 15, 2007. Should you sell your home, please pass along this policy to the buyer of your home, as required by law.

Should you have any questions about this correspondence or the policy, don't hesitate to contact our Association manager, Andrea Pulizzi, and she would be happy to help you. She may be contacted at any of the numbers mentioned above.

Respectfully,

Your Board of Directors

Effective February 28, 2008

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Realtor Policy

- Owner to provide the property manager the following information before listing their home for sale on the MLS.
 - ❖ Name of Owner
 - ❖ Unit Number for Sale
 - ❖ Contact info of Agent
 - ❖ Contact info of Broker
 - ❖ Term of the listing
 - ❖ Tentative Schedule of Open Houses
 - ❖ Register with NAM to sell their home
 - ❖ Confirmation that listing agent has received a copy of this document, and that homeowner will be fined for any violations of the rules outlined in this policy

- Open House Hours Allowed
 - ❖ Public Open Houses: Saturday & Sunday from 1- 5pm
 - ❖ Broker's Tour: Tuesday & Thursday from 9am – 4pm
 - ❖ No evening open houses

- Open House, Lockbox and signs Policies
 - ❖ Agent will check out sandwich boards from the management company, and place them only in predefined locations to denote that one or more open houses area taking place. Using non-management supplied boards, placing custom stickers or decals on the boards, or placing them in locations other than the pre-defined locations are not allowed. Once the open house is complete, the boards must be returned to their original storage location.
 - ❖ Owner or listing agent will provide management with finalized Open House schedule. Holding an Open house at a time not on the schedule is not allowed.
 - ❖ Open house must be hosted by at least 2 agents that are present at all times during the open house hours.
 - ❖ Hosts must escort visitors into the building, no access codes or keys may be given out
 - ❖ Hosts must keep a log of all visitors
 - ❖ Secure lockbox may be placed on the railing outside the lobby door
 - ❖ The lockbox must be labeled with the agent business card, NOT the unit number

- ❖ No signs on windows or balcony
- ❖ At the end of the open house, hosts must check that the side entrance doors are closed

Management will issue violation notices to the unit owner for any infraction of these rules. Those who received the violation notices will subject to fines per the Association's enforcement fine schedule