

IF YOU ARE SELLING YOUR HOME:

1. **Before you market your home:** Questions regarding the appearance of your property or grounds can be discussed with HOA Rep. An initial inspection is offered, which will ascertain the visible condition of your property. Your property can be re-inspected within 30 days of closing if remedial exterior work needs to be done. Property inspections are available as a service to all homeowners within Summerlake. The Rep can be contacted at 249-4429. If you leave a voice mail, your call will be forwarded to him.

2. Contact the Office Administrator

Sellers conveying a residence within an HOA in Virginia are required to provide a Disclosure Packet to the new buyer at the point of closing. (VA Code 55-512.26).

Sellers should contact the HOA office within 30 days of closing to provide the name, address and contact information of the closing attorney and the confirmed closing date.

3. Your Disclosure Packet will include at least 5 documents:

- i. Dated HOA documentation including verification to your buyer that all HOA dues are current. (VA Code 55-.509.2.26)
- ii. A valid curbside property inspection carried out within 30 days of the closing date. (A property inspection assures your buyer that the exterior appearance of your property and grounds satisfies HOA Covenant requirements).
- iii. Copies of the Covenants and Bylaws of the Association. (one copy of each).
- iv. Copies of any new HOA policies approved by the Board of Directors.
- v. Evidence disclosed regarding outstanding liens placed, or debts owed to the HOA.

4. The HOA office will prepare the entire package for you.

The cost is: \$125.00 payable at the time of requesting a disclosure packet. You may call in a Disclosure Packet by phone and drop your payment through the office drop box later in the evening.

The HOA mails an accurate, up-to- date disclosure packet to your closing attorney in good time for your closing.

5. Sellers should be aware

- * Failure to notify the HOA of your closing date may delay your closing.
- * Attorneys cannot legitimately close on HOA properties without a disclosure packet being made available to the new buyer. This may possibly raise civil action by buyers.
- * It is Association policy to mail Disclosure Packets direct to the closing agency,
- * Packets are no longer available for pick up at the HOA office by individuals.
- * Disclosure Packets are not mailed until the fee is processed. (Checks require 3 days to clear).

QUESTIONS? The HOA staff is willing to assist you. Call 249-4429. If you leave a voice mail, your call will be forwarded to the appropriate personnel.

10 POINTERS TO CONSIDER.....

IF YOU PLAN TO RENT YOUR HOA PROPERTY.....

.....Regarding Lease agreements..

In accordance with the Association Covenants, Landlords are required to submit a legally signed copy of a lease to the HOA office. (Bylaws:Article 8). Lease agreements should be mailed to the HOA office within seven days of occupancy.

Why is a copy of a lease agreement necessary?

1. The HOA should be aware of who is residing in homes within the Association.
2. Neighborhood security, property enforcement and use of amenities.
3. Lease information permits the HOA to contact Landlords quickly in cases of unforeseen circumstances, violations, or damage to **your** property.
4. Prospective Landlords are required to supply tenants with copies of HOA documents and any other appropriate rules including copies of the Covenants and Bylaws.
5. Tenants and their guests are held accountable to the Covenants and Bylaws while residing within Summerlake.
6. Lease agreements should clearly state that HOA rules were made available to tenants.
7. Both documents are available from the HOA office for \$11.00. (mailing included) Landlords should contact the office administrator to have these documents mailed to their tenant.
8. Since Summerlake is a designated single-family residential development, only single-families may occupy a residence. Renting rooms is prohibited by law in any residence within Summerlake.
10. Parking commercial vehicles within Summerlake is not permitted.

Landlords have the right to expect tenants in Summerlake to respect **their** property in addition to HOA common property and amenities. Landlords will be notified by the Board of Directors in cases of deliberate or persistent violations on the part of tenants with regard to unreasonable disturbance, illegal behavior/activities, parking nuisance, or any activity deemed to compromise the rights, privacy or safety of residents within the community. The speed limit within Summerlake is 25 MPH.

Should you have additional questions or require assistance with lease requirements, covenants or bylaws, please contact the HOA Property Rep at 249-4429. If you leave a voice mail it will be forwarded and your call returned.

Standard HOA Memorandum.

Dear Homeowner:

You are receiving this letter because your property was identified as either “For Sale” or “For Rent”.

The enclosed information is important and should be read carefully.

In response to enquiries by Association Homeowners, the Board of Directors has prepared the enclosed quick-reference “Cheat Sheet” for your convenience. The information constitutes HOA policy regarding what **sellers and landlords** should do when considering a property conveyance or residential rental within the HOA.

Whether you are marketing or renting your home, preparing to transition usually means stress, with the accompanying “to-do-list” often taking on a life of its own. Important details can be overlooked during the process.

We hope the enclosed information will make your experience less stressful by having it available at your finger tips. The “cheat sheet” is printed on both sides.

Our HOA personnel are available to address questions you may have. You are encouraged to talk with them by calling 249-4429 or by leaving a voice mail. Your call will be returned in a timely manner.

We wish you every success in finding the right buyer or renter for your property.

Yours,

/On behalf of the Board of Directors.