

# condohome, limited

serving condominium and homeowner associations

po box 360426 strongsville.ohio.44136

phone 440.572.7649 fax 866.743.3451 www.condohome.net

service@condohome.net

To assist you in the sale of homes at the Associations we manage, we have prepared the notes below, which with your assistance, will enable us to process our end of the transaction and supply necessary information related to the sale and the Association to the appropriate parties in a timely manner. Your cooperation in following our guidelines is appreciated.

## **WHEN THE HOME SELLS:**

Please complete and return the *Notification of Sale* form to us immediately after the purchase has applied for a loan, but **at least 20 days** (30 days if the Association has the Right of First Refusal) **prior to closing**: *Please do not wait until the purchaser's loan has been approved as this will delay your transaction.*

## **ASSOCIATION PROCESSING OF THE SALE:**

The Association, after receiving the *Notification of Sale* form, will notify the escrow agent of the account balance, respond to lender and appraiser inquiries and request a certificate of insurance.

## **OTHER IMPORTANT INFORMATION:**

The association's current budget and financial report has previously been made available to the unit owner.

### **Utilities**

Water and sewer usage charges are billed directly to the unit owner by the utility providers.

### **Lender Questionnaires**

These documents should be sent to us at: **condohome, limited**, PO Box 360426, Strongsville OH 44136 or by e-mail or fax. Questionnaires will not be completed until the *Notification of Sale* form has been received.

### **Limited Common Elements**

The homeowner is responsible for the upkeep of property such as patios, windows and doors, for the repair of any damage and for maintaining established architectural standards. The association will levy a special assessment and withhold funds at settlement necessary to correct items that are not in compliance.

### **Rental of Units Declaration Amendment**

All Associations have recorded provisions that require that the sale must be to an owner-occupant **ONLY**. Sales for investment or speculative purposes are prohibited.

### **Maintenance Fee Balance**

The unit's account must be brought up to date and any lien of the association funded for release prior to sale. The unit owner must continue to pay monthly maintenance fees, due on the first day of the month, through closing.

### **Broker Responsibilities**

To avoid delays, please make sure that any co-brokerage agent, escrow agent and lender is aware of the information herein and that documents are provided to us in a timely manner. Please provide a copy of this letter to the lender and escrow agent to expedite processing of the sale.

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## NOTIFICATION OF SALE

Please complete and return at least 20 days prior to the proposed closing date (30 days if Right of First Refusal is a provision of the Declaration). Use full legal names and provide complete mailing addresses including ZIP Codes. Do not wait for final loan approval or loan and escrow number assignment as this will cause delays.

ADDRESS \_\_\_\_\_

UNIT # \_\_\_\_\_ Permanent Parcel # \_\_\_\_\_ Sale Price \$ \_\_\_\_\_

SELLER \_\_\_\_\_ PHONE \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

PURCHASER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURCHASER'S MORTGAGE HOLDER \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

LOAN NUMBER \_\_\_\_\_

ESCROW AGENT \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ E-MAIL \_\_\_\_\_

ESCROW NUMBER \_\_\_\_\_

TENTATIVE TITLE TRANSFER DATE \_\_\_\_\_

(Association Use) RCD \_\_\_\_\_ OTT \_\_\_\_\_ TTD \_\_\_\_\_

condohome, limited

## DECLARATION AND BY-LAWS PURCHASE ORDER

The Declaration of Condominium Ownership and By-laws of the Association are public documents and may be reviewed and copies may be obtained the same day from the office of the Cuyahoga County Recorder, 2079 E. 9th Street, Cleveland OH 44115.

Association Corporate records are available from the Ohio Secretary of State.

If there are no time constraints, copies of certain governing documents may also be purchased from the Association by **mail order only**. All orders must be **prepaid** and require 10-14 business days for processing. You may receive the documents by fax or Internet viewing of a printable Adobe Acrobat PDF document.

\_\_\_ Declarations, Bylaws and Amendments @ \$25.00

\_\_\_ Rules and Regulations only @ \$5.00

\_\_\_ Amendments Only @ \$5.00

\_\_\_ Association Articles of Incorporation @ \$5.00

Delivery:

\_\_\_ Mail

\_\_\_ Fax to (\_\_\_\_\_)\_\_\_\_\_

\_\_\_ Internet E-Mail : \_\_\_\_\_@\_\_\_\_\_

ASSOCIATION \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

Send check or money order payable to:

**condohome limited**  
PO BOX 360426  
Strongsville OH 44136



PO Box 360426  
http://sptrail.condohome.net

Strongsville, Ohio 44136

Fax (866) 743-3451

**NOTIFICATION OF SALE**

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ADDRESS \_\_\_\_\_

UNIT # \_\_\_\_\_ Permanent Parcel # \_\_\_\_\_ Sale Price \$ \_\_\_\_\_

SELLER \_\_\_\_\_ PHONE \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

PURCHASER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURCHASER'S MORTGAGE HOLDER \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LOAN NUMBER \_\_\_\_\_

ESCROW AGENT \_\_\_\_\_

ATTN: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ESCROW NUMBER \_\_\_\_\_

TENTATIVE TITLE TRANSFER DATE \_\_\_\_\_

(Association Use) RCD \_\_\_\_\_ OTT \_\_\_\_\_ TTD \_\_\_\_\_



PO Box 360426  
Strongsville, Ohio 44136  
<http://sptrail.condohome.net>

## DECLARATION AND BY-LAWS TRANSFER

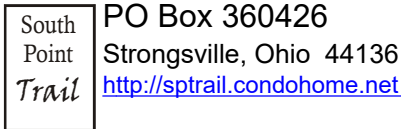
The undersigned, purchaser of \_\_\_\_\_, has received from the present owners this unit's copy of the Declaration and By-laws.

I recognize my responsibility to keep these documents in good order so that they may be turned over to any future owner of this home. A charge is made for replacement copies.

\_\_\_\_\_ Date

Comments: \_\_\_\_\_

Please return to: South Point Trail Condominium  
PO BOX 360426  
Strongsville OH 44136



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\_\_\_\_\_ Amendments Only @ \$5.00

\_\_\_\_\_ Declarations, Bylaws & Amendments @ \$25.00

Delivery:  Mail  Fax to (\_\_\_\_\_) \_\_\_\_\_  Internet E-Mail : \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Send check or money order to: condohome limited  
PO BOX 360426  
Strongsville OH 44136

South Point *Trail* Condominium offers the following advantages to today's condominium buyer including:

- Our maintenance fee structure provides reserve funding, landscaping, snow removal, insurance coverage for and maintenance of the common areas, as well as refurbishing and replacement programs for concrete, roofing, and building surfaces. Monthly maintenance fees are adjusted annually to compensate for inflation and reserve funding.
- Our convenient location is within minutes of shopping and other cultural facilities. Transportation to other areas of town is easily available due to our close location to RTA bus and Rapid stations as well as I-480, I-71 and the Ohio Turnpike. In addition, the beauty and recreation provided by the Metroparks system are just steps away from our front door.
- Your investment in a community of homeowners is enhanced by a restriction on leasing. Homes must be owner-occupied and may not be purchased for investment or speculative purposes.
- The City of Berea provides us with a vast array of services including rubbish removal, police and fire protection and maintenance of the public street, South Point Trail.
- Educational opportunities are provided by the Berea Schools, which have received numerous awards for excellence in education. Parochial schools are also close by. Advanced education and cultural events are also conveniently accessible through the facilities of Baldwin-Wallace University and Cuyahoga Community College.

### ***About Condominium Ownership***

**A** condominium is a form of property ownership where the homeowner owns an undivided percentage of the Common Elements such as the building siding, roofs, lawns, trees, mailboxes and access driveways, as well as a living Unit. Condominiums also have property known as the Limited Common Elements which are owned by all homeowners, but whose use and maintenance is exclusively granted to a particular Unit owner.

### ***Association Operations***

**A**ll homeowners are automatically members of the Unit Owners Association and are required to pay a monthly maintenance fee to cover the cost of the operation of the association and maintenance of certain Common Elements. The Association is governed by a Board of Directors who administer association operations as outlined by the Declarations of Condominium Ownership, By-laws, and Rules and Regulations. All homeowners are required to comply with the provisions of these documents. Some of the provisions of the governing documents include restrictions on the use and/or alteration of the buildings or other Common and Limited Common Elements. Review of the documents is advised for a complete explanation of all of the conditions and responsibilities that apply to homeowners in the association.