



PO Box 360426  
Strongsville, Ohio 44136  
<http://sptrail.condohome.net>  
(440) 572-7649  
Fax (866) 743-3451

Dear Homeowner:

Please review the enclosed materials as you prepare for the sale of the ownership interest in your home. Please give a copy of this letter to the final purchaser, lender, escrow agent and real estate agent (if any). Your cooperation will help us to contribute to this transaction in timely manner.

**WHEN THE HOME SELLS:**

Please complete and return the *Notification of Sale* and *Declaration and Bylaws Transfer* documents to us immediately after the purchase has applied for a loan, but **at least 20 days 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/or accountant's report has previously been made available to you and should be made provided to prospective purchasers and lending institutions on request.

**Utilities**

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

**Lender Questionnaires and Financing Arrangements**

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

**Rental of Units Declaration Amendment**

The sale must be to an owner-occupant **ONLY**. Sales for investment or speculative purposes are prohibited.

**Maintenance Fee Balance**

You must bring your account up to date and have any lien of the association released prior to sale. You must continue to pay monthly maintenance fees, due on the first day of the month, through closing. It is recommended that maintenance fees be paid in advance at this time through the expected date of closing.

**Real Estate Brokers**

It is recommended that the obligations of providing documents to the Association be included in your listing agreement. However, the homeowner is ultimately responsible for seeing that the Association receives all necessary documentation in a timely manner and for any consequences that occur due to a delay in providing this information.

**Transfer Fee**

A transfer fee will be assessed for services rendered to facilitate the transaction. Additional fees are assessed when: notification of sale not received in a timely manner, special requests required to obtain documents, maintenance items require attention, fees not current, or extraordinary services are required (Notary, special documents, etc.)



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**NOTIFICATION OF SALE**

Please complete and return at least 20 days prior to the proposed closing date. 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 \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

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



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## 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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## 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 from the office of the Cuyahoga County Recorder. Copies of Association governing documents may also be purchased by **mail order only**. For faster delivery, you may receive the documents by fax or Internet viewing of a printable Adobe Acrobat PDF document. The cost per set is \$25.00. Amendments are available separately for \$5.00. All orders must be prepaid.

\_\_\_ 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 and Cuyahoga Community Colleges.

### ***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.