

Moravian Meadows Condominium Association

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H.R.P.

Homeowner Resale Package

Ver. 4.02.2026

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Purpose

The residents at Moravian Meadows are proud of their community. Maintaining this quality requires an orderly transition of co-ownership. Towards that end, we believe our potential, and new co-owners will realize our "homeowner Resale Process" adds value and quality for our entire Association. Thank you for helping us continue the desire to live in our community and welcome to Moravian Meadows Condominium Association.

The information that follows requires the attention of both the "Seller" and the "Prospective Buyer." These documents provide the information supporting our purpose for an orderly transition of property ownership.

Process

This process is initiated when the Seller completes and submits to the Moravian Meadows Board of Directors the "Intent to Sell" document. Once a real estate purchase contract has been signed, the Seller is required to give the H.R.P. to the prospective buyer. The prospective buyer will then complete the "Prospective Buyer" form and if the prospective buyer plans to keep a pet, the "Pet Application" form must also be completed.

The Seller forwards the Master Deed, By-laws and Moravian Meadows Guidebook (which contains our rules and regulations) to the prospective buyer. It is advisable that the Seller acquire a receipt for these documents.

Before the Moravian Meadows Condominium Association will issue the financials and/or status letters, the Association requires that an "Orientation Meeting" take place between the prospective buyer and the President (or designated board member) of the Moravian Meadows Condominium Association. The prospective buyer is required to schedule the Orientation Meeting with the Moravian Meadows President as soon as possible to help facilitate a timely transaction. During this meeting, the prospective buyer will receive an overview of what is expected from our condominium co-owners. The prospective buyer is to bring the completed prospective buyer form and Pet Application (if applicable) to the Orientation Meeting.

If the prospective buyer has not delivered these forms to the Moravian Meadows President prior to the Orientation Meeting, these forms shall be filled out during the Orientation Meeting. If the prospective buyer has not received the Master Deed, By-laws and Guidebook documents, the Association will provide the documents to the prospective buyer during the Orientation Meeting and debit the cost of these documents against the account of the Seller which will be collected at closing.

Following this meeting, and if the prospective buyer form and the Pet Application form (if applicable) have been completed and the governing documents have been delivered to the prospective buyer, the "Financial Status" letter will be forthcoming. A \$200 processing fee will be collected before the Status Letter is issued.

Upon completion of this process, the President shall forward the H.R.P. to the Moravian Meadows Association Secretary for further processing. See "Buyer Information" process for details.

Notice of Intent to Sell

Date: _____

To: Board of Directors, Moravian Meadows Condominium Association

Notice is hereby given that the undersigned intends to sell Unit # _____ Bldg. # _____

At Moravian Meadows address: _____
Clinton Township, MI 48036

Realtor name handling the listing: _____

Realtor E-mail address: _____

Realtor phone number: _____

Listing Price: \$ _____

Note: At this time only two indoor domesticated pets will be allowed with the prior written approval from the Moravian Meadows Condominium Association Board of Directors, prior to or during the Orientation Meeting which takes place before closing of the sale.

City law and condominium By-laws permit a maximum of two (2) persons per bedroom.

I shall forward all currently in effect Condominium governing documents (Master Deed, By-laws and Rules and Regulations/Guidebook) to the prospective buyer immediately following the signing of a purchase agreement. If these documents are not transferred the prospective buyer will be given a set of documents during the Orientation Meeting at the expense of the selling co-owner. The cost of these documents will be debited to the current co-owner's account and recovered by the Moravian Meadows Condominium Association at closing. I will advise the prospective buyer of their obligation to comply with all governing documents.

Signed _____
Current Co-owner

Witness _____

Witness _____

PROSPECTIVE BUYER FORM

Dear Prospective Buyer:

The Moravian Meadows Condominium Association asks that you read and sign the form below. It is necessary that you understand your responsibilities as a member of our association because all co-owners, their tenants and guests are required to comply with all the rules, regulations, covenants, and restrictions contained in our condominium governing documents.

Moravian Meadows Condominiums allow a maximum of two persons per bedroom. The Board of Directors approves pet permits on a case-by-case basis for domesticated pets only.

The current Association monthly fee is \$330 per month, due and payable by the first of each month. If payment is not received by the 5th of the month, a \$15 late fee will be debited to your account. If payment remains unpaid after the 15th of the same month, an additional \$20 late fee will be debited to your account. The condominium unit number must be written on your check, preferably on the memo line. Checks are to be deposited in the Gatehouse mailbox located on the north side of the building. If you have any questions, please call us at **586-493-0591**, or email us at **Moravian.Meadows3@gmail.com** or write to us at:
Moravian Meadows Condo Association, 20301 Majestic Boulevard, Clinton Township, MI 48036

I have received:

The Consolidated Master Deed _____ YES () NO ()

The Moravian Meadows Guidebook _____ YES () NO ()

If you do not receive the above from the current owner prior to Closing, there will be a charge of \$75 for the Consolidated Master Deed and \$25 for the Guidebook. Please make sure the co-owner gives them to you. They can also be found on the Website, **Moravian-Meadows.com**.

I have read the Condominium Documents, understand my responsibilities, and agree to abide by the restrictions contained within them as long as I am a co-owner at Moravian Meadows.

Expected move in date _____

Lender's name _____ Lender's phone # _____

Lender's email _____ Lender's fax # _____

Buyer's printed name _____

Buyer's Phone # _____ Email _____

Date _____ Unit # _____ Bldg.# _____

Address _____

Buyer's Signature _____

Application to Keep an Animal on the Premises

Date: _____

Co-owner: _____

Unit # _____

Bldg. # _____

Address: _____

Type of Animal: _____

Please understand that all animals in this complex must be kept on a leash not more than six (6) feet in length and always attended by a responsible person when outside your unit. Animals are not allowed to be tied up and left alone on the premises.

Pets

Any co-owner shall not maintain animals, including household pets, unless specifically approved in WRITING by the Board of Directors. There is an initial **registration fee of \$25 for each animal being registered**. Animals shall not be permitted to run loose or to be tied up at any time upon the Common Elements. Any animal shall at all times be leashed and attended to by a responsible person while on the common elements. Feces shall be picked up immediately.

1. Only two (2) pets per unit are permitted. ***The maximum weight limit per animal shall be no more than 25 pounds.**
2. You must submit to the association a copy of the pets' license(s) and up-to-date vaccination records, along with your application to keep an animal on the premises.
3. You must not allow the animal to create unnecessary noise that would disturb another co-owner.
4. You will indemnify and hold harmless the Association for any loss, damages and/or liability that the Association may sustain because of the animal being on the premises.
5. You will allow your animal(s) to defecate or urinate in the following locations(s) only:
 - Within a ten-foot radius from your front yard, rear area, or garage door. You are expected to keep these areas clean daily.
 - Inside your home. You are responsible for the materials on which your animal relieves itself (example: litter box, potty pads, astro-turf grass, lined crate, etc.).

Also, please understand your animal is not allowed to soil the lawns, driveways or streets of the condominium project. If this happens, we expect you to clean the area immediately. Please read Article VI, Section 5 of the By-laws and in particular, the Association has the right to remove any animal from the condominium that it deems to be in violation of the governing documents. The Association also has the right to charge you an additional assessment for your animal(s).

Signed: Co-owner _____ Print name _____

Approved: _____ Date: _____

*Revised 8.23.23 to reinstate weight restriction. Pets registered at Moravian Meadows prior to 9.30.23 are exempt from this weight restriction reinstatement.