

Moravian Meadows Condominium Association

20301 Majestic Boulevard
Clinton Township, MI 48036

Phone – 586-493-0591

Fax – 586-493-0591

E-mail – Moravian.Meadows3@gmail.com

H.R.P.

Homeowner Resale Package

Ver. 11.11.2023 rev 00

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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. package 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.

At this time 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 Vice President of the Moravian Meadows Condominium Association. The prospective buyer is required to schedule the Orientation Meeting with the Moravian Meadows Vice 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 and Pet Application forms to the Orientation Meeting.”

If the prospective buyer has not delivered these two forms to the Moravian Meadows Vice 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 for (if applicable) have been completed and the governing documents have been delivered to the

prospective buyer), the “Financial Status” letter will be forthcoming. A \$200.00 processing fee will be collected before the Status Letter is issued.

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

Notice of Intent to Sell

Doc control #11.2022

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 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

(Doc control #11.2022)

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 allows 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 Homeowner Association (HOA) fee is \$290 per month, which is due and payable by the first of each month. If payment is not received by the 5th day 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 write to us at: **Moravian Meadows Condo Association, 20301 Majestic Boulevard, Clinton Township, MI 48036.**

I have received:

The Consolidated Master Deed dated _____ Yes [] No []

The Moravian Meadows Guidebook dated _____ Yes [] No []

If you do not receive the above from the current owner, 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.

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

Note: End unit co-owners are responsible for shrub and bush maintenance on the side and in the rear of their units. This includes plantings made by previous owners. If the unit is a center, the front landscaping belongs to the Association. Plantings in the rear of the middle units are the responsibility of the co-owner.

Expected move-in date _____

Lender's phone # _____

Lender's fax # _____

Lender's E-mail address: _____

Name printed: _____

Date: _____ Unit # _____ Bldg. # _____

Subject property address: _____

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 attended by some responsible person at all times 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 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 as a result of the animal being on the premises.
5. You will allow your animal(s) to defecate or urinate in the following location(s) only:
 - Within a ten-foot radius from your front yard, rear area, or garage door. You are expected to keep these areas clean on a daily basis;
 - Inside your home. You are responsible for the materials on which your animal relieves itself (e.g., 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 _____
(Board of Directors)

*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.