

General Information for Sellers, Buyers & Realtors for Homes Located at Evergreen Estates of Charleswood

❖ When Putting an Evergreen Estates Home on the Market

At the time a home at Evergreen Estates is *put up for sale* and at the point *the home has been sold*, the homeowner is to advise a member of the Association Board of Directors. The Association should be advised if the home is for sale by Owner or if by Realtor, the name of the Realtor representing the seller and at the time of the sale, the realtor representing the buyer. ***Home for Sale SIGNS*** may be placed:

- In the front yard of the home for sale. ***Caution:*** be careful not to hit sprinkler lines.
- At the North entrance/exit to the development, 17th Avenue, *on Association property*.
- If the home is for sale on Cypress Way, the sign should be placed East of the rock-garden and the white sign at the 17th Avenue entrance/exit (east side). If the home is for sale on Evergreen Way, the sign should be placed West of the rock-garden and white sign at the 17th Avenue entrance/exit (west side). Home for Sale signs are prohibited from being placed on the boulevard. Small open-house signs may be placed on the north 17th Avenue boulevard on the day of the open-house. ***Caution:*** be careful not to hit a sprinkler line when staking the sign. If you have any questions, please call the Association contacts listed below.

❖ Closings

There are TWO closings on the properties located at Evergreen Estates: *first*, is the usual and customary *Real Estate & Financial Closing*; *second*, is the *Evergreen Estates Association Closing*. Of note, both of these closings most often take place on the same day at a title company or financial institution. **The Association Closing covers the following items:**

❖ Postal Service

Sellers are to return their mail-box keys to the Association not later than the Sellers' closing on their property here at Evergreen Estates. At the Buyers' closing, the mail-box keys, instructions to its location, etc. will be provided to the new Buyers. Also important for both Sellers and Buyers is that they complete a Postal Change of Address Card online, by making a visit to the post office in the community they are leaving or by going to the West Fargo Post Office.

❖ Capital Improvement Fund

All new homeowners make a one-time contribution of \$350.00 to the Evergreen Estates Association Capital Improvement Fund at the time of the Association closing. This amount is non-refundable at the time you sell your home at Evergreen Estates.

❖ Property & Association Insurance

The Association insures the buildings/structures at Evergreen Estates, as well as the common-areas of the development along with the fencing, gate, street-lights, etc. The premium plan year is September 1st of one year through August 31st of the following year. The pro-rata share of the insurance premium is billed to each homeowner in late July or early August and is due by September 1st of each year. At

the time of the Association closing, the buyer will pay the Association a pro-rata share from the date of closing to the end of the premium year; the seller will be refunded that same amount. The homeowner then purchases condo insurance, and they may do so through the agent of their choice, or some do so through the Association's insurance agency to take advantage of multiple discounts and group purchase power. The Association's insurance policy is on the Evergreen Estates website. **Important note:** if this property will be mortgaged and used as collateral on any loan, then the Association must be notified immediately of the following information: name(s) exactly as they appear on the mortgage document, the name and address of the financial institution that holds the mortgage, the loan and/or account number of the mortgage document. This information will be provided to the Association's insurer, who will then issue a Certificate of Insurance (copy to homeowner) to the financial institution who holds the mortgage. Failure to provide this information in a timely manner, could in the event of an insurance claim absolve the insurance company, financial institution and the Association of any payment responsibility. **Another important note:** the homeowner should make sure that when purchasing Condo insurance that it contains a Loss Assessment Clause which covers the HOA insurance deductible that might be assessed against the homeowner's property in the event of a claim.

❖ Gate-Opener(s)

Due to the high traffic pattern resulting from the increasing number of commercial businesses located along East Beaton Drive, it became necessary in 2010 to install a mechanical gate on the south entrance/exit on East Beaton Drive, which has prevented unwanted/unwelcome traffic from 17th Avenue on the north-side and from East Beaton Drive on the south-side. Homeowners may "rent" gate-opener(s) for themselves, family or friends at \$25 per opener, and that amount is refunded at the time the opener(s) are returned to the Association, which for sure takes place when the home is sold. Instructions are given with the gate-opener(s) at the time of rental. Homeowners are responsible that family or friends to whom the gate-opener(s) have been given are advised about the proper operation of the gate and informed about the traffic rules of Evergreen Estates.

❖ Association Dues

Annual dues at the present time are \$1,200.00, and they are paid at the time of purchase and then billed annually thereafter. If annual dues have been paid, a refund may be due the seller at the time of the Association closing. *Monthly* dues are \$100.00 per month. Those paying monthly may do so by bank transfer or by check to the HOA and deposited in the black drop-box located in the southeast corner on Cypress Way. On occasion and for specific items, additional assessments may be billed with the concurrence of the Board of Directors and homeowners.

❖ Pet Restrictions

No large or exotic animals are permitted in Evergreen Estates. Small dogs and cats are acceptable. In any case, the Buyer **must** obtain the approval of the Board of Directors of all animals **before** the sale of the home is completed.

❖ Attachments to the Exterior of Homes

Homeowners may attach to their homes such minor items as name-plates, flag-holders, welcoming signs, etc. These are referred to as: do-dads or trinkets attached to the exterior of a home, siding, dryvit or brick. These are allowed as long as they are tasteful and proportionate – not overwhelming. At the time the house is sold, the retention of such do-dads or trinkets attached to the house is negotiable between the Seller and Buyer. Failing such negotiation, it is the responsibility of the Seller to remove all such do-dads/trinkets that are attached to the house. Furthermore, it is the responsibility of the Seller to repair any holes in the siding, dryvit or brick. Failure to do so will result in the removal

of said items and repairing of the holes by the Association, the cost of which will be reimbursed by the Seller at the *Sellers Association Closing*, which may result in a delay of the Closing.

❖ Homeowners Information Sheet

Before the Association closing is complete and before the Accountant will process the closing, the new homeowner must complete a Homeowners Information Sheet. This information is retained in the property file by the Accountant, and also by the Officers of the Board of Directors of the Association. It is for your protection and ours, and ensures we have current information on-hand in case of an emergency. This form/information is kept confidential.

❖ Evergreen Estates Website

The Evergreen Estates website is the repository for official documents, alert notices, newsletters, meeting minutes, directory information, pictorial homeowner directory, financial reports and so much more. Portions of the website are password protected. At the time of closing you will be assigned a password. In the interim, some parts of the website do not require password protection. To access the website enter the following into the address line of your browser: <http://www.evergreen-estates.biz>

Note: If questions, please do not hesitate to contact those listed under *Association Contact Information*. They conduct the Association closing with both sellers and buyers and work closely with their realtors in setting the date-day-time of the closing. **Prior to the Association Closing, the sellers, buyers & their realtors will receive an ASSOCIATION FINAL CLOSING DOCUMENT which will identify specific information and forms required to accomplish the closing on this property.**

Association Contact Information

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