

## What to Know: How to Close Out/Sell Property at Summerplace

### Resources - checklist for family

Compiled by a Summerplace resident, with references taken from Summerplace HOA Policies/Procedures to assist family in closing out property.

Notify Summerplace office staff of death– request appropriate forms needed to have an estate sale, have a POD delivered and/or close out membership or sell property. Office 503-257-0733, hours weekdays 9-1:30, Peg Brown Administrator.

### KEY FOB NEEDED TO ENTER BUILDING

BP 001.6 – HOA Policy & Procedure Manual - **Entry Key fob/s** to access building/office (fobs must be returned when property is sold).

key fob location at home - \_\_\_\_\_

### Resources

SummerplaceHOA - <https://www.summerplacehoa.com/>

- Blue book & on-line Summerplace HOA *Owner's Manual for Proprietary and Associate Members of the SP HOA* – adopted 12/18/2019
- Web site – *Summerplace HOA Policy & Procedure Manual*, approved 7/10/2019
- Forms needed – on-line SP HOA web site, file in library/desktop expand file & office

### Exterior repairs prior to sale

Submit appropriate advance paperwork/requests to ARC (Architectural Review Committee) for approval of any repairs needed to exterior of house (exterior paint, roof, fence, yard, etc.) before work begins.

- *Application for Architectural Change* -submit completed form w/samples required to office (1:30 pm the Thursday prior to Tuesday meeting/s) – approval can take 2 weeks depending on date of submission.
- 5.3.2 – page 29 - 2019 Restated Bylaws - Architectural Review Required
- 2.0 – page 46 - Application Procedures -2019 Restated Bylaws

### Estate sale

BP 001.7 – Summerplace HOA Policy and Procedure Manual – ***Estate/Moving Sale***

- Must register with office, do not block mailbox, sign must read 'Estate Sale'. Sales allowed only on Saturday & Sunday.

### Storage PODS for moving

BP 001.7a – Summerplace HOA Policy and Procedure Manual – ***Storage Pods***

- Before placement, submit ARC form for permission defining length of time. Place at curb or driveway

### Member Assessment Invoice (Jan 1 annual dues)

- Re-do for single member. "Invoice" is delivered to homes as an insert in December newsletter due before January 1.
- Prorated refund of annual assessment fee given at death – notify office of death date.