

MEMORANDUM

TO: BUYER / SELLER - LINDEN WOODS CONDOMINIUM ASSOCIATION
FROM: EPI MANAGEMENT COMPANY, LLC
SUBJECT: UNIT SALES

Enclosed please find a sales packet which includes a copy of the current Rules & Regulations for the captioned property. Requests will be processed 5 business days after all properly completed documents and payments have been received.

Payment

- **\$250.00** non-refundable processing fee (payable to EPI Management Company, LLC)
- **A CORRECTLY COMPLETED SALES PACKET MUST BE RECEIVED 5 BUSINESS DAYS IN ADVANCE OF THE CLOSING** or an additional \$100.00 will be required **prior** to the issuance of the assessment letter (payable to EPI Management Company, LLC).
- All documents must be properly completed and all payments received 48 hours in advance of the requested date indicated: _____.
- Should you, your agent or your attorney request a revised Paid Assessment Letter, there is an additional charge of \$75.00 per revised letter. (Check to be made payable to EPI Management Company, LLC)
- Revised letters will be issued within 48 hours of receipt of a written request for revision.

Certificates of Insurance

- Buyer - is required to submit a current Certificate of Insurance relative to property damage and fire loss for the captioned unit. The Association **does not** provide property damage insurance for the unit.
- Agent - A Certificate of Insurance may be obtained by contacting the Association's insurance agent – State Farm – 630-833-8300.

Documentation

- New Buyers and/or Renters must forward a completed Census Card with driver's license or state ID to the EPI office. No other ID is acceptable.
- Buyer must provide a copy of the recorded deed to EPI **within fifteen (15) days of closing. Ownership changes to our records will be made only upon receipt of the recorded deed confirming the sale was finalized.**
- A copy of the sales contract must be provided to EPI **48 hours in advance of the closing.**
- The closing letter and Waiver of Right of First Refusal will be issued within seven (7) business days upon receipt of all required documentation.
- An inspection of the Unit has not been conducted for Rule Violations. Such an inspection is available to the Seller/Buyer at a fee of \$75.00 after which the Association will issue a status letter as to whether or not any rule violations exist as of the date of the inspection. The Buyer acknowledges there may be rule violations which have not been cited in the Assessment Letter. **Should you wish an inspection to be conducted (this inspection must be scheduled seven (7) business days in advance of the closing).** Inspections requested less than 7 business days prior to closing will be charged \$150 due prior to inspection.
- See attached Sales Instructions for additional documents **required 48 hours in advance of closing.**

Assessments

- Please indicate where you wish the assessment letter/waiver to be mailed. Any payments (checks and/or online payments) that the Seller wishes to have be reflected in the balance on the paid assessment letter, **MUST BE RECEIVED** in the EPI office **five (5) days** prior to the closing.
- Assessment payments must be made payable to Linden Woods Condominium Association and mailed to Linden Woods Condominiums, c/o EPI Management Company, LLC, 14032 S. Kostner Ave., Ste. M Crestwood, IL 60418.
- EPI Management Company, LLC, as agent for your Linden Woods Condominium Association, has the capability for a direct payment system whereby your monthly assessment can be deducted automatically from your bank account. Should you be interested in ACH automatic withdrawals, please contact the management office.

Should you have any questions or concerns, please contact the sales department at (708) 396-1800 or email epi@epimanagement.com. The sales department is available from 9:30 a.m. – 1:30 p.m. Monday – Friday.

EPI Management Company, LLC
14032 South Kostner Avenue, Suite M, Crestwood, IL 60418 (708) 396-1800 Phone / (708) 396-9831 Fax
E-Mail: epi@epimanagement.com

LINDEN WOODS CONDOMINIUM ASSOCIATION

SALE INSTRUCTIONS

Instructions for filling out the sales packet - please complete, sign and return:

1. Notice of Intent to Sell
2. Memorandum of Understanding
3. One (1) complete copy of the sales contract
4. Receipt of Rules/Declaration – signed and notarized
5. Revocable Proxy
6. Census Card - New Buyers and/or Renters must forward the census card with a copy of their driver's license or state ID to the EPI office. No other ID is acceptable.
7. Reserved Parking Registration Form
8. Certificate of Insurance from buyer.

NOTE:

A COPY OF DECLARATION AND RULES AND REGULATIONS MUST BE GIVEN TO BUYER.

NOTICE OF INTENT TO SELL

BUILDING: _____ UNIT NO.: _____

OWNER: _____

ANTICIPATED DATE OF MOVE OUT: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

Dear Sir or Madam:

As part of any sale of a unit in Linden Woods Condominium Association, it is necessary that certain information be provided in order to allow the Board effectively to protect the Association's rights and interests pursuant to the Declaration and By-Laws governing the property. Consequently, we ask that you complete this information sheet as part of the purchasing of the unit and forward to the Management Office the completed questionnaire, a copy of the sales contract, the census card and signed Memorandum of Understanding.

MORTGAGE TYPE: CONVENTIONAL _____ FHA _____ VA _____

MORTGAGE HOLDER: _____

SALE AMOUNT: \$_____ ANTICIPATED MOVE-IN DATE: _____

NAME OF SELLERS REALTOR HANDLING SALE: _____

NAME OF SELLERS ATTORNEY HANDLING SALE: _____

ATTORNEY'S ADDRESS: _____

NAME OF TRUSTEE BANK, IF HELD IN LAND TRUST: _____

NAME AND ADDRESS OF REFERENCES FOR BUYER:

1. _____

2. _____

3. _____

NOTICE OF INTENT TO SELL

From the time the completed questionnaire and accompanying paperwork is received, the Board of Directors has thirty (30) days RIGHT OF FIRST REFUSAL after which time you will be provided with a letter indicating the Board's position on its RIGHT OF FIRST REFUSAL.

PLEASE BE ADVISED YOU MUST SUPPLY THIS INFORMATION IN ORDER TO SELL YOUR UNIT.

If the information is not supplied and the unit is sold without the Board's knowledge the Board may, under the Declaration, enforce its rights and you will be required to pay all costs and attorney's fees for the Board in so enforcing its rights.

Please forward this questionnaire and completed census card to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.

SIGNATURE OF SELLER

SIGNATURE OF BUYER

LINDEN WOODS CONDOMINIUM ASSOCIATION

BY

TITLE

BELOW THIS LINE IS FOR OFFICE USE ONLY:

Date completed documents received by Management: _____

Received and read copy of Rules and Regulations: _____

LINDEN WOODS CONDOMINIUMS

MEMORANDUM OF UNDERSTANDING

I (We), the intended Buyer(s) of the condominium unit described above declare we have read the Linden Woods Condominium Association Rules and Regulations and the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants, and any Amendment or Amendments thereto, and understand that we shall, at all times, hold our interests in the Condominium subject to the rights, easements, privileges and restrictions therein set forth or hereafter established by the Owners or Directors of the Linden Woods Condominium Association as duly provided for in the aforesaid Declaration of Condominium Ownership. I (We) are in receipt of any and all door and/or storage locker and/or mailbox keys. I (We) also acknowledge the Seller has given us the storage locker number and that I (We) will secure said locker with a lock immediately. I (We) also acknowledge that the monthly assessments are due and payable the first day of each month and are to be mailed to EPI per the Association's rules. I/We acknowledge we will obtain a copy of the Association's "Assessment Letter" at the closing from the Seller, which denotes any current sums due to the Association and any unresolved rule violations. I/We acknowledge assessment payments are to be made to the Linden Woods Condominium Association, **Linden Woods Condominiums, c/o EPI Management Company, LLC, 14032 S. Kostner Ave., Ste. M Crestwood, IL 60418** Late fees will be assessed to any payments made late per the Association's Covenants and Rules and Regulations. I/We understand upon receipt of this executed Memorandum of Understanding that I/We will be sent, via Certified Mail, a reserved parking sticker which will be placed on our vehicle per the Association's rules. I (We) acknowledge any existing damage due to the removal of a satellite dish installation on the unit must be restored to the units original condition otherwise the cost of restoration will be passed on to the existing unit owner.

SIGNATURE OF SELLER

SIGNATURE OF BUYER

I (We) hereby certify that I (we) have given the above Buyer the proper copies of the Linden Woods Condominium Association Rules and Regulations and Covenants.

SIGNATURE OF SELLER

SIGNATURE OF SELLER

DATE

LINDEN WOODS CONDOMINIUM ASSOCIATION
RECEIPT OF RULES/DECLARATION

BUYER'S NAME (PLEASE PRINT)

UNIT ADDRESS

TELEPHONE NUMBER

DATE OF CLOSING: _____

I/We, _____ acknowledge that I/we have received a copy of the Linden Woods Condominium Association Rules and Regulations and Declaration, and that I/we have read and understood these documents. I/We also acknowledge that I/we have received the coupon booklet. I/We also acknowledge that the monthly assessment is due on or before the 1st day of each month and that I/We will use the coupon booklet from the former owner to remit our payment. Non-receipt of the coupon booklet will not waive the Buyer's responsibility to remit the monthly assessment in accord with the Covenants. I/We agree to review the "Assessment Letter" which is issued to the Seller at closing which states the amount of the monthly assessment. I/We acknowledge that a late fee will be charged to our account if the monthly assessment is not paid in accordance with the Association's Rules and Regulations. **I/We will also be responsible for any cables, wires, and satellite dishes installed on the exterior of this unit that have to be removed.**

DATE

BUYER'S SIGNATURE*

DATE

BUYER'S SIGNATURE*

County of _____

***Signature must be notarized**

Subscribed and sworn to before me

Notary Public

DATE: _____

RE: Revocable Proxy

Dear Sir or Madam:

You are presently involved in the purchase of a unit in Linden Woods Condominium Association. One of the problems commonly faced by Homeowner Associations is the lack of a quorum for transacting business of the Association. The Association's attorney has advised the Board if a quorum cannot be met for electing officers and conducting business, the activities of the Association (such as maintenance, landscaping or snow removal) must cease until meetings can be held at which a proper quorum is present. Thus services may cease even though your obligation to make assessment payments for those services will continue and your failure to pay assessments will create a lien against your property.

To avoid this occurrence, we ask you to sign a revocable proxy, which appoints someone of your choice to act as your proxy. It also allows the Board, by majority vote, to act for you in the event your proxy cannot attend. If you wish to vote at any meeting, your presence at the meeting will revoke your proxy for that meeting. Thus, the Board will act only where you and your proxy do not attend. The proxy may also be voided permanently at any time simply by sending a letter to the Board. This process is such as the standard procedure used when opening an account at a bank or savings and loan Association where proxy cards are signed to give the bank's Board of Directors the power to vote on behalf of the account holder.

Please sign the attached Revocable Proxy and return to the address below. We appreciate your cooperation in helping the Board to conduct the Association's business. If you have any questions, please do not hesitate to contact the Association.

Very truly yours,

LINDEN WOODS CONDOMINIUM ASSOCIATION
c/o EPI Management Company, LLC
14032 South Kostner Avenue, Suite M
Crestwood, IL 60418

INSTRUCTIONS FOR COMPLETING REVOCABLE PROXY

1. Print the name or names of the OWNER in the first blank. If the property is held in trust, this must be the trustee and not the beneficiary of the trust.
2. Print the STREET ADDRESS of the Unit in the next blank.
3. Print the name of the PROXY OF YOUR CHOICE other than yourself in the blank after the word "appoint." If there is no one you wish to appoint, fill in the blank with "X's." If you do not appoint anyone, or in the event your appointed proxy does not appear, your proxy may be cast by a majority vote of the Board, which is then in office.
4. Print the DATE, YEAR and CITY where it is completed, in the blanks at the end. The DATE is essential.
5. SIGN on the signature line or lines at the bottom. If the property is held in trust, this should be signed by an officer of the bank which is the trustee.
6. Return the signed proxy to the Association.

LINDEN WOODS CONDOMINIUM ASSOCIATION REVOCABLE PROXY

KNOWN BY ALL MEN BY THESE PRESENT, that I _____
(Print Your Name[s])

the owner of a unit in the **LINDEN WOODS CONDOMINIUM ASSOCIATION**, commonly known by the
street address of _____
(Print Your Address)

Aurora, Illinois, and being a member in good standing of said Association, do hereby constitute and appoint the
Board of Directors or _____,
(Print Proxy's Name)

as primary proxy and a majority of the Board of Directors, in office from time to time, of the **Linden Woods Condominium Association**, or either of them or their substitute, to cast my vote as my proxy at any Meeting of said Association, whether regular or special, from this date forward and for so long as I remain a member (notwithstanding that same may occur more than eleven (11) months from this date) with full power to vote as if I were personally present, with all the powers I possess, including full power of substitution and revocation. My presence at a meeting will automatically revoke this proxy for the meeting attended unless I indicate otherwise. Also, I understand I may revoke this proxy at any time by sending a letter to the Board of Directors of **Linden Woods Condominium Association**, revoking the proxy.

Any proxy in this Association heretofore given by me to any person whatsoever are hereby revoked.

In this instrument the singular includes the plural.

IN WITNESS WHEREOF, I have executed this proxy on this _____ day

of _____, 20__, at _____, Illinois.

Signature

Signature

NOTE: You may give this proxy to the person you designate above to represent you at any meeting and vote on your behalf. Or, you can designate a member of the Board or the Board as a whole as your proxy and fax this proxy to 708-396-9831 or mail to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.

LINDEN WOODS CONDOMINIUM ASSOCIATION
CENSUS CARD-- 2026

	Owner Information	If rented, provide tenant information
Name		
Address		
Unit Number		
City, State, Zip		
Home Phone		
Cell Phone		
E-Mail Address		

Homeowner/Renter Insurance Co: _____ Policy # _____

Agent (IF ANY): _____ Phone: _____

List all occupants and their ages.

	Full Legal Name	Age
1.		
2.		
3.		
4.		

Name to appear on mailbox tag: _____

Phone number for front door intercom: _____

Locker Number: _____

PETS? Yes ☐ No ☐ Description and weight: _____

List all vehicles.

	Make/Model	Color	Year	License Plate #	Parking Sticker #
1.					
2.					
3.					

Contacts in case of emergency (preferably someone with a key):

Name 1: _____ Phone: Home: _____ Work: _____

Address: _____

Name 2: _____ Phone: Home: _____ Work: _____

Address: _____

I hereby acknowledge all information on this card is valid and (CHECK APPROPRIATE BOX)

- a) ☐ authorize all Association notifications to be sent to my email address noted on this card, rather than by hard copy. I consider all such communication to be adequate notice of Association issues. If there are any changes in the future, I will agree to notify the Association in writing.
- b) ☐ authorize the Association to only send me all correspondence/notices via U.S. First Class Mail.

Owner's Signature _____ Date: _____

EPI Management Company, LLC
14032 South Kostner Avenue, Suite M
Crestwood, Illinois 60418
FAX: (708) 396-9831
E-Mail: epi@epimanagement.com

RESIDENT VEHICLE PERMIT DATA FORM

I. OWNER INFORMATION:

Unit Owner Full Name:_____

Unit Owner's Address:_____

Unit Owner's Telephone:_____

Unit Owner's E-Mail (if available)_____

Owner's Mailing Address (if different from above)_____

Tenant's Name if condominium unit is leased (copy of lease must be submitted to the Management Company):_____

Tenant's Telephone Number:_____

II. VEHICLE INFORMATION:

1st Vehicle - Name of Manufacturer (Ford, etc.):_____

Model of Vehicle (Impala, etc.)_____

Color of Vehicle:_____

License Plate Number:_____

If the condominium unit is leased, the Unit Owner must submit this information on behalf of the tenant.

CURRENT PARKING SPACE NUMBER:_____ CURRENT PARKING PERMIT #_____

_____FOR OFFICE USE ONLY_____

Assigned Vehicle Permit Number_____

Dated:_____

Portal User Registration

User Registration and Initial Login

The first step for a user to gain access to the portal is registering. To register they need to click on the "Register Now" link on the portal's login page.

The user will be asked to enter their e-mail address, name,

phone number. There's also a field to enter the Property/Unit if the user is a resident. If the user is an owner the field will be for the company name. They can enter their name, if they're an individual and not a company. Vendors will enter their company name.

Field Label according to portal:

- Resident/Member - Property/Unit
- Owner – Company Name
- Vendor – Vendor Name

Once they fill in the required fields and hit submit, they will get the following message.

"Thank you for registering. An e-mail has been sent to user@emailaddress.com with login information"

Welcome to the Resident Portal

If this is your first time using the portal, click 'Register Now' in the box to the right.

After submitting your registration you will receive an e-mail with a temporary password. If you do not receive the e-mail, please check your spam/junk mail folder. You will be asked to change that password after logging into the portal for the first time.

Thank You!

The screenshot shows a 'Sign in' box with two input fields: 'Email Address' and 'Password'. Below the fields is a 'Sign in' button. At the bottom of the box, there is a link that says 'Haven't registered yet? Register Now' and a 'Contact Us' link.

[Login](#) [Register for PropertyWeb](#)

Register for PropertyWeb

Email Address: care@propertyboss.com
Your Property/Unit: B15
Your Name: Lois M Parker
Your Phone Number: (864) 297-7661
Comments: Let me in!

Register

Thank you for registering. An e-mail has been sent to care@propertyboss.com with login information.

Welcome to the Resident Portal

If this is your first time using the portal, click 'Register Now' in the box to the right.

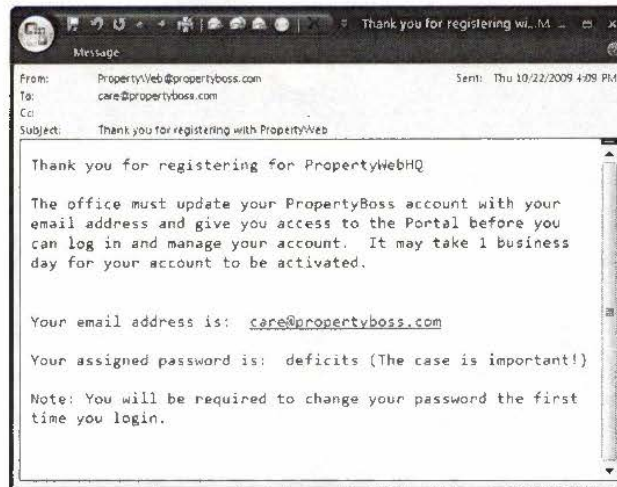
After submitting your registration you will receive an e-mail with a temporary password. If you do not receive the e-mail, please check your spam/junk mail folder. You will be asked to change that password after logging into the portal for the first time.

Thank You!

The screenshot shows the same 'Sign in' box as before, but with the 'Email Address' field filled with 'care@propertyboss.com'. The 'Password' field is empty. The 'Sign in' button is still present. At the bottom, the 'Haven't registered yet? Register Now' link is still visible, along with the 'Contact Us' link.

Portal User Registration

The user will receive an e-mail like the one shown below with their temporary password after registration.



If their e-mail address is already in PropertyBoss they will be able to login immediately. They will be required to change their password.

Hovering over the "?" icon displays the list of acceptable Special Characters as shown below. The reason for the password requirements is added security. As you create the password and it meets each requirement the circle turns green.

