

MEMORANDUM

TO: BUYER / SELLER – COVES OF HARBOR SPRINGS 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. Please review Section 1 of the Rules & Regulations regarding pets. All documents must be properly completed and all payments received 48 hours in advance of the requested date indicated -

(Requested Date)

Payment

- \$250.00 non-refundable processing fee (payable to EPI Management Company, LLC)
- **A CORRECTLY COMPLETED SALES PACKET MUST BE RECEIVED 48 HOURS IN ADVANCE OF THE CLOSING** or an additional \$50.00 will be required **prior** to the issuance of the assessment letter (payable to EPI Management Company, LLC).
- 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.
- \$50 refundable move-out fee (payable to Coves of Harbor Springs Condominium Association).

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 – Jordan Insurance (Travelers) 708-687-9700 Phone.

Documentation

- New Buyers and/or Renters must forward a completed Census Card.
- **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).**
- 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 Harbor Springs Property Owners Association and mailed to c/o EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood IL 60418.
- EPI Management Company, LLC, as agent for Coves of Harbor Springs 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 Monica at (708) 396-1800 x228. 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

PROPERTY OWNER'S HOMEOWNER MASTER **ASSOCIATION**

- **Your unit is also included under the Harbor Springs Property Owners' Association, which maintains the shared amenities by the condominiums and the single-family homes.**
- **The SELLER OR THEIR AGENT must contact Legacy Association Managers, Inc. for instructions on payment of your assessment and account balance for the Harbor Springs Property Owners' Association.**
- **The contact information for Legacy Association Managers, Inc. is (630) 783-1541 or HarborSprings@iamyourcam.com.**

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

SALE INSTRUCTIONS

Please complete, sign and return and/or provide the following:

1. Notice of Intent to Sell
2. Receipt of Rules/Declaration – signed and notarized
3. Notice
4. Revocable Proxy
5. Census
6. Letter to Residents
7. One (1) complete copy of the sales contract
8. Certificate of Insurance from Buyer
9. Move-Out Fee

NOTE:

COPY OF DECLARATION / BYLAWS AND RULES AND REGULATIONS MUST BE PROVIDED TO BUYER

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

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

NOTICE OF INTENT TO SELL

TO: _____ DATE: _____

RE: Ownership Information for Unit No. _____ Bldg. No. _____

Address: _____

Dear Sir or Madam:

As a part of any sale or transfer of a Unit at the Coves of Harbor Springs Condominium Association, the Association's Rules and Regulations require that certain information be provided in order to allow the Board to effectively protect the Association's rights and interests pursuant to the Declaration and By-Laws governing the Property. Consequently, we ask that the enclosed information be completed by you and the prospective owner. We have also enclosed a Revocable Proxy along with a letter of explanation and an instruction sheet for completing it. The proxy should be detached, completed by the prospective owner(s) and returned with the other information.

As soon as we receive this information, we will provide the present owner with a letter showing the status of the unit's assessments and will make a determination whether to waive the Association's rights of first refusal. If you have any questions, please contact the undersigned.

Please forward this entire document and the proxy to us at the address below.

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

C/o Agent, if any: EPI Management Company, LLC
14032 South Kostner Avenue, Suite M
Crestwood, Illinois 60418
(708) 396-1800

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

RECEIPT OF RULES/DECLARATION

BUYER'S NAME (PLEASE PRINT)

UNIT ADDRESS

TELEPHONE NUMBER

DATE OF CLOSING: _____

I/We, _____ acknowledge I/we have received a copy of the Coves of Harbor Springs Condominium Association Rules and Regulations and Declaration, and that I/we have read and understood these documents. I/We also acknowledge the monthly assessment is due on or before the 1st day of each month. 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 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 acknowledge any existing damage due to the removal of a satellite dish installation on the unit must be restored to the unit's original condition otherwise the cost of restoration will be passed on to the purchaser. I/We will also be responsible for any cables, wires, and satellite dishes installed on the exterior of this unit having to be removed. I/We acknowledge any damage that currently exists to the garage door for this unit will be my/our responsibility to repair; the Association will not be responsible. I/We acknowledge any damage to the asphalt near the garage door of the unit due to oil or chemical spillage will be the purchaser's responsibility to repair/restore.

DATE

BUYER'S SIGNATURE*

DATE

BUYER'S SIGNATURE*

(*Signatures must be notarized)

County of _____

Subscribed and sworn to before me

Notary Public

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

NOTICE

THIS DOCUMENT HAS ALSO BEEN SUPPLIED TO GIVE YOU NOTICE THAT THE ASSOCIATION'S DECLARATION, WHICH HAS BEEN RECORDED AGAINST THE PROPERTY, PROVIDES THAT ALL PURCHASERS OF UNITS, UPON ACCEPTANCE OF A DEED, AGREE TO BE BOUND BY THE PROVISIONS OF THE DECLARATION, AND RULES AND REGULATIONS OF THE ASSOCIATION, INCLUDING RULES RELATED TO SUCH ITEMS AS PETS, PARKING, AND USES OF THE UNITS. THE DECLARATION FURTHER PROVIDES THAT YOU ARE OBLIGATED TO PAY ALL REGULAR AND SPECIAL ASSESSMENTS TO THE ASSOCIATION AS WELL AS OTHER LAWFUL CHARGES LEVIED PURSUANT TO THE ASSOCIATION DOCUMENTS, EVEN IF YOU FEEL THAT THE ASSOCIATION HAS NOT PROVIDED NECESSARY SERVICES. THE ASSOCIATION MAY CHARGE YOU THE COSTS AND EXPENSES OF COLLECTING ASSESSMENTS AND OTHER CHARGES, INCLUDING ATTORNEYS' FEES, WHICH AT TIMES MAY EXCEED THE AMOUNT SOUGHT TO BE COLLECTED.

PLEASE PRINT OR TYPE - USE N/A IF NOT APPLICABLE

Names of New Owner(s) as it will appear on deed - Please attach photocopy of deed.

Name of Trustee Bank, if property will be held in trust.

Name of Trust Beneficiaries

New Owner's Address, if different from property address.

Mortgagee Bank and Bank Branch

Loan No.

Please attach photocopy of mortgage.

NOTE: The purchase price, financial information and other information deemed to be personal or confidential by the unit owner may be blacked out or otherwise removed, provided that the exact identity of the unit owner and mortgagee and their exact addresses are preserved.

DATE: _____

RE: Revocable Proxy

Dear Sir or Madam:

You are presently involved in the purchase of a unit in Coves of Harbor Springs 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,

COVES OF HARBOR SPRINGS 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.

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION
REVOCABLE PROXY

I, _____, owner of a Unit in Coves of Harbor Springs Condominium Association, (hereinafter "Association"), commonly known by the street address of _____, Illinois, do hereby constitute and appoint the Board of Directors or _____ as primary proxy and, in the primary proxy's absence, a majority of the Board of the Association in office from time to time, or their designated substitute, to vote as my proxy at any regular or special meeting of the Association. I give my proxy full power to vote as if I were personally present, with all the powers I possess, including full power to designate a substitute and to revoke such substitution. My presence at a meeting will automatically revoke this proxy, but only for the meeting attended, unless I indicate otherwise. This proxy is intended to extend and shall extend for a period of more than eleven months (11 mos.) from the date set forth below and for so long as I remain a member of the Association, unless I revoke it before then.

Any proxy or proxies in the Association heretofore given by me to any person or persons whatsoever prior to the date below are hereby revoked. In this instrument any use of the singular includes the plural.

I understand that I may revoke this proxy at any time by sending a letter to that effect to the Board of the Association.

IN WITNESS WHEREOF, I have signed this proxy on _____, 20__, at _____, Illinois.

Owner Signature

E-mail Address

Owner Signature

E-Mail Address

***** (For Association Use Only)

Unit No.

Percentage of Ownership

**COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION
CENSUS CARD 2020**

	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: _____ Phone: _____

List all occupants and their ages.

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

PETS? Yes No Description and weight: _____

List all vehicles.

	Make	Color	Year	License #
1.				
2.				
3.				
4.				

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 any and all Association notifications will be sent to my email address noted on this card. If there are any changes in the future, I will agree to notify the Association.

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

Coves of Harbor Springs

Condominium Association

www.harborspringsaurora.org

Aurora, Illinois 60503

Dear New Resident of Coves of Harbor Springs,

Welcome! You should have received a copy of the Rules and Regulations at your real estate closing. Realizing moving is a busy time, we offer the following information to acquaint you with our community:

Lawn Watering: Watering is expected; please disconnect the hose from the spigot during freezing temperatures.

Light Bulbs: It is your responsibility to replace burnt out front and garage coach lights.

Noise: Please refrain from creating excessive noise per City Ordinance.

Parking: There is no parking on driveways in front of garages, except for loading/unloading and washing your vehicle.

Pet Waste: Please clean up immediately after your pet.

Snow Removal: Driveways and sidewalks are plowed for snow events of 2 inches or more. Please remove vehicles from guest parking. At this time the Association does not salt.

Storm Doors and Satellite Dishes: An architectural application must be submitted and approved by the Board before installation is allowed. Please let the Association know whether or not you want a satellite dish.

Trash Collection: Our normal collection day is Thursday. Trash should not be put out before 7 P.M. the night before and empty containers should be collected before Friday morning. However, trash is picked up the day after the usual scheduled pick-up day for the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas (i.e. Thursday's trash should be put out for a Friday pick-up following these holidays). Trash stickers are needed and are available for purchase at local grocery stores. Do not place trash on the grass. Large items, including carpet rolls, may require special pick-up; please contact BFI at (847) 429-0107. The City issues recycling bins.

Board Meetings: The Board meets the second Tuesday bi-monthly (February, April, June, August, October, and December) at 7 P.M. at the Eola Community Center or FireStation No. 8 on McCoy (check website Calendar of Events for the most up-to-date information at www.harborspringsaurora.org). The annual meeting (for election of officers) is held at the April meeting. Your attendance is encouraged.

EPI Management Company, LLC is our management company and can be reached at (708) 396-1800. Please contact them for common area maintenance or repairs, auto debit forms, and reporting rule violations.

Information on the City of Aurora and the 9th ward district is available at:
<http://www.aurora-il.org/PhoneNumbers.html> and <http://www.9thward.net>

Look for notices and informational postings in your regular mail and on the mailboxes. We hope you find this helpful and again, welcome to the Coves of Harbor Springs.

Sincerely,

Board of Directors
Coves of Harbor Springs Condominium Association

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

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

Dear Homeowner:

Your Board of Directors would like to welcome you to Coves of Harbor Springs. You are settling into a new home, meeting new neighbors, and becoming acquainted with a new area. Hopefully, we can help smooth the transition.

The Association promotes the common interest and goals of a group of people and provides certain services to the individual owners. In achieving these goals, the Association functions as a:

- business in controlling income and expenses, maintaining assets as well as planning for future needs.
- municipality in establishing Rules and Regulations in the common interest and providing services to that end.
- Social organization in providing opportunities for group activities.

Like any organization, our success depends on the involvement of the homeowners. It will be as effective as we make it.

The Board of Directors is responsible for the operation of the Association as set forth in the Declaration and By-Laws. Please familiarize yourself with these. You should receive a copy from the Seller of the home you are purchasing. If you do not, please contact our managing agent, EPI Management Co, LLC, at 708-396-1800.

Also, for your convenience, we felt that it would be helpful to provide you with a guide on maintenance and repairs for your new home. Please review all of the following pages carefully.

Your Board of Directors meet on the second Tuesday of each month, at 7:00 p.m. at the Panera Bread store located at 2775 Showplace Drive. You are invited to attend and help make your Association work.

AGAIN A WARM WELCOME!

Very Truly Yours,

The Board of Directors
Coves of Harbor Springs Condominium Association

NEW HOMEOWNERS QUESTIONS ABOUT COVES OF HARBOR SPRINGS

HOW DO I PAY MY ASSESSMENT?

- You make your payment for the Coves of Harbor Springs Condominium Association directly to EPI, which is due on the 1st of each month. Your check should be payable to Harbor Springs Condominium Association. If you have assessment questions, call our managing agent, EPI, at 708-396-1800 extension 220 during regular business hours.
- You are also responsible for the assessment payable to the Harbor Springs Property Owners' Association, which maintains the shared amenities by the condominiums and the single family homes. You should contact Legacy Association Managers, Inc. for instructions on payment of your assessment for the Harbor Springs Property Owners' Association. The contact number for Legacy Association Managers, Inc. is (630) 783-1541.

HOW AND WHEN IS TRASH REMOVED?

- All trash shall be placed in heavy duty plastic bags sealed at the top, or garbage containers with lids. Items that do not fit in such bags must be neatly stacked and secured so they do not blow away during windy conditions. All trash must be placed on your driveway apron, and not on lawn areas. Appropriate stickers must be attached. Large items such as carpeting, etc. must also have stickers attached. Stickers are available for purchase at local convenience and grocery stores.
- Trash shall not be placed out for collection before 7:00 p.m. the night before the scheduled collection day. All containers and trash not picked-up shall be stored inside the dwelling unit no later than midnight the day of pick-up.
- Regular collection and recycling is performed by Allied Waste Services, at or after 6:00 a.m. on Thursdays. Collection may be delayed one day due to holidays as listed on the back-side of the trash sticker. If you have very large items, you may need a special pick-up. Call Allied Waste Services at 630-892-9294.

DO YOU NEED A SNOW SHOVEL?

- It would be a good idea to have one. The Association provides snow removal service when an accumulation of 2 or more inches occurs. This includes driveways (if not blocked by a car) and sidewalks. The streets are plowed by the Village, based on their own removal schedule.
- Parking overnight on court drives is prohibited with snowfalls of 2 inches or more. If your driveway has a building facing it, it is considered a court drive.

WHO IS RESPONSIBLE FOR LANDSCAPE MAINTENANCE?

- The Association also takes care of this with the exception of homeowner-installed plantings. The lawn care includes mowing, fertilizing, weed control, edging and cultivating. Shrub trimming is also done.

IS THERE ANYTHING SPECIAL THAT I SHOULD KNOW ABOUT HANDLING MY PET?

- YES! Pets must always be on a leash at all times when outside the unit and be cleaned up after. This is a recurring issue with all of your neighbors, since we have "open" landscaping.
- Pets shall not be left outside on leash to relieve themselves. All pet owners shall comply with all City ordinances pertaining to pets. Waste containers for pets shall not be placed on the exterior premises.

Your cooperation will help maintain the aesthetic quality of our neighborhood as well as a healthy environment for all of our families.

CAN YOU MAKE CHANGES TO YOUR HOME?

- There are architectural guidelines designed to protect the common interest. Before making any changes to the exterior, contact EPI to obtain Board approval. (Interior only changes are at your discretion; please refer questions to EPI).

OUR WEBSITE –

www.covesofharborsprings.com

OUR MANAGING AGENT –

EPI Management Co, LLC

Telephone: (708) 396-1800

Fax: (708) 396-9831

Email: epi@epimanagement.com

CALL THE MANAGING AGENT FOR THE FOLLOWING:

- Closing documents (please request these at least four weeks prior to the closing, additional fees are charged for faster service).
- Information regarding your account.
- Complaints regarding violations of the Declaration and By-Laws and Rules and Regulations.
- Repairs to the exterior items and landscaping.
- Questions or complaints regarding landscaping, exterior maintenance, snow removal, etc.
- Requests for Board approval of exterior changes to your home.

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

MAINTENANCE AND REPAIR AREAS OF RESPONSIBILITY

Item:	Association	Owner
Siding/Veneer	X	
Fascia/soffit/trim/shutters	X	
Gutter/downspout/roof	X	
Windows		X
Storm Window, if any		X
Garage overhead door and all hardware and components		X
All other doors, hardware and components		X
Cement walks/stoops	X	
Balcony	X	
Foundation walls, if they contribute to support of the building	X	
Foundation floor	X	
Utility lines & pipes, etc. serving more than one Unit	X	
Sump Pumps and sump pits		X
Exterior Coachlight (Excluding bulbs & electricity)	X	
Address numbers	X	
Mailboxes (U.S. Postal Service)	X	
Mailbox key and lock		X
Interior structural members (Limited Common Elements)	X	
Lawn	X	
Shrubs/trees (Excluding those on Limited Common Elements or Owner additions)	X	
Appliances		X
Common Plumbing and exterior electrical fixtures	X	
Interior decorating		X
Perimeter walls, floors, ceilings	X	

COVES OF HARBOR SPRINGS CONDOMINIUM ASSOCIATION

MAINTENANCE AND REPAIR AREAS OF RESPONSIBILITY

<u>Item:</u>	<u>Association</u>	<u>Owner</u>
Snowplowing: (To degree Board deems reasonable)		
Parking areas	X	
Common Elements	X	
Cluster Mailboxes	X	
Driveways unless otherwise designated by Board	X	
Service walks unless otherwise designated by Board		
Front Stoop unless otherwise designated by Board	X	
Dedicated Streets		City

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.

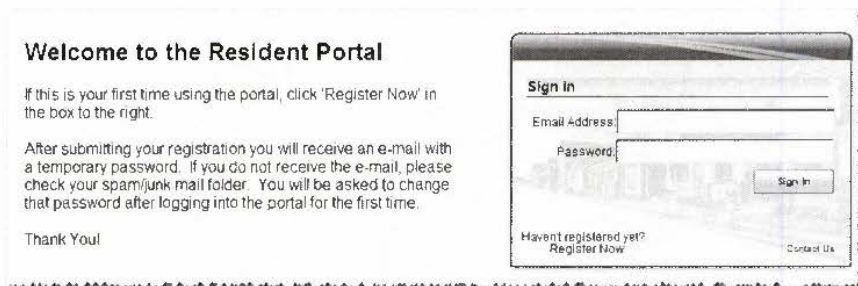
The user will be asked to enter their e-mail address, name, phone number. There's also a field to enter the Property/Unit if the user is a resident. If the user is an owner the field will be for the company name. They can enter their name, if they're an individual and not a company. Vendors will enter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



[Login](#) Register for PropertyWeb

Register for PropertyWeb

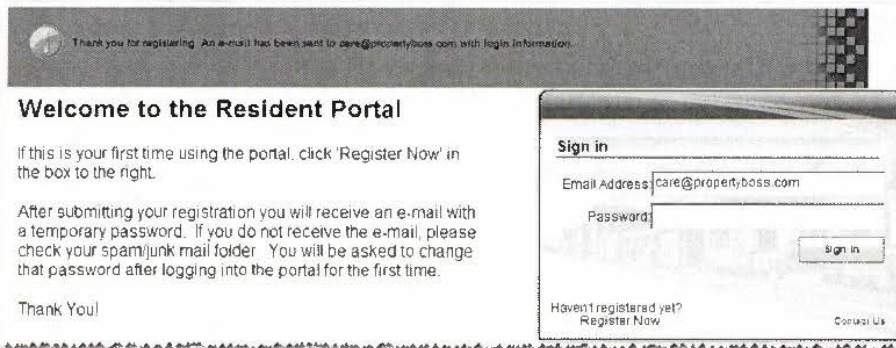
Email Address:

Your Property/Unit:

Your Name:

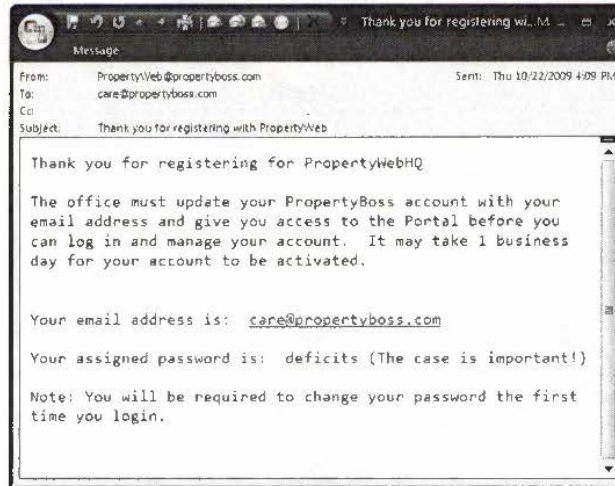
Your Phone Number:

Comments:



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.

