

Clairborne Maintenance Corporation
P.O. Box 549 Bear, DE 19701
Self-Management Committee

Proposed; 4/12/2022
Approved; 4/12/2022

Maintenance Corporation Acknowledgement Receipt Policy and Procedures

1. Policy

- a. Authority for this policy and these procedures is based on the Maintenance Agreement in Article 1 Clairborne at Lexington Farms, sections (a), (b), (c), (d), (e), (f), (g), and (h).
- b. The Self-Management Committee is responsible for carrying out these procedures.
- c. New Homeowners Acknowledgement of Maintenance Corporation's By-laws

2. Procedures

a. Step #1

Current homeowner selling property in Clairborne, informs the buyer or his or her agent; Clairborne is a deed restricted community.

b. Step #2

Current homeowner provides, future owner a copy of the,

1. Maintenance Corporation Acknowledgement Receipt Policy and Procedures,
2. Annual Budget,
3. Architectural Control Committee Request Form,
4. Assessment Collections and Lien Policy and Procedures,
5. Bylaws of Association,
6. Declaration of Covenants, Restrictions, and Amendments,
7. Maintenance Declaration.

c. Step #3

1. The required forms for this policy will be available free of charge at the, clairborneatlexingtonfarms.org website, under the Corporation Bylaws/ Document Link; Maintenance Corporation Acknowledgement Receipt.

2. Non electronic versions of the required documents requested by the seller, will incur a \$100.00 fee chargeable to the seller/current homeowner, to be paid in full, prior to providing all needed documents. Documents will be mailed, via certified mail to seller/current homeowner.

3. Current Homeowner returns signed copy of Maintenance Corporation Acknowledgement Receipt; via email to, contact@clairborneatlexingtonfarms.org or certified mail to; Clairborne Maintenance Association P.O. Box 549 Bear DE 19701

3. Enforcement of Policy

a. Step #1

Withhold the current homeowners standing in the corporation, to the future homeowner, until all fees are paid, and the signed Maintenance Corporation Acknowledgement Receipt Policy and Procedures Policy is received by the Maintenance Corporation.