

MEMORANDUM

TO: BUYER / SELLER – GARDEN COURT TOWNHOME ASSOCIATION
FROM: EPI MANAGEMENT COMPANY, LLC
SUBJECT: UNIT SALES

Enclosed please find a sales packet. Requests will be processed 5 business days after all properly completed documents and payments have been received.

BUYER:

- Included in your packet is a copy of the current Rules & Regulations for the captioned property. Please review Section B of the Rules & Regulations regarding pets.
- The Association requires an interview with the purchaser before the closing. The PAL will not be issued until the interview has occurred.

Certificates of Insurance

- Buyer - is required to submit a current Certificate of Insurance. The Association does not provide any insurance on the buildings or individual units. Therefore, the Buyer must obtain and keep in full force Homeowner's Insurance coverage. Condominium insurance does not provide the proper coverage for the unit and will not be accepted.
- Agent for Association Certificates of Insurance - A Certificate of Insurance may be obtained by contacting the Association's insurance agent –State Farm, Adam Hage (708) 279-7601

Documentation

- Buyers must forward a completed Census Card.
- **Buyer must provide a copy of the recorded deed to EPI within fifteen (15) days of closing.**
- A copy of the sales contract must be provided to EPI **5 business days 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 5 business days 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 Garden Court Townhome Association and mailed to C/o EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418. Non-receipt of coupon booklet will not waive the Buyer's responsibility to remit the monthly assessment in accordance with the Covenants.
- Buyer is to utilize the Coupon provided in this packet for submitting their first assessment payment. A new coupon book will be ordered and mailed to the owner after the closing.
- EPI Management Company, LLC, as agent for your Garden Court Townhome 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.

SELLER:

- Garden Court Townhome Association is **Owner Occupied ONLY**. No Renting/Leasing of units is permitted. Please inform your Realtor to note on your listing that the unit is to be owner-occupied only.
- **THE POOL KEY MUST BE RETURNED TO EPI PRIOR TO CLOSING IN ORDER TO RECEIVE A REFUND OF YOUR DEPOSIT ON THE KEY.**
- Submit the completed and signed Notice of Intent to Sell.
- Seller's attorney to contact Management within two (2) business days after the closing to confirm the sale closed.

- Should your unit become vacant before closing, it is advisable to make sure utilities are left on, especially in winter. Heat, electricity and water should be left on to prevent freezing of pipes. A thermostat should not be left below 65 degrees during the winter months.
- The Village of Hazel Crest requires a pre-sale inspection of the unit. Please be sure to schedule the inspection in time to allow for possible faults that would have to be corrected before you close. The cost for the inspection is \$100. Contact the Village of Hazel Crest's Building Inspection Services at (708) 335-9600 to schedule appointments.

Processing Fee

- \$250.00 non-refundable processing fee (payable to EPI Management Company, LLC)

BUYER AND SELLER:

- Remember to contact the Water Department prior to your closing to schedule a final reading or to change owner information.
- **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).
- 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.

Should you have any questions or concerns, please contact EPI Management at (708) 396-1800. 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

GARDEN COURT TOWNHOME ASSOCIATION

SALE INSTRUCTIONS

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

1. Notice of Intent to Sell by Seller
2. Receipt of Rules/Declaration – signed and notarized by Buyer
3. Notice by Buyer
4. Census Card by Buyer
5. Revocable Proxy by Buyer
6. One (1) complete copy of the sales contract provided by the Seller.
7. Certificate of Insurance from Buyer
8. Pool key returned to EPI Management by Seller.
9. Processing fee paid to EPI Management by Seller.

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

GARDEN COURT TOWNHOME 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 Garden Court Townhome 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 you and the prospective owner complete the enclosed information. 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.

GARDEN COURT TOWNHOME ASSOCIATION

C/o 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

GARDEN COURT TOWNHOME 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 Garden Court Townhome 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 its original condition otherwise the cost of restoration will be passed on to the existing unit owner. 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. I/We acknowledge any damage that currently exists to the garage door for this unit will be my/our responsibility to repair and not the Association's. I/We acknowledge any damage to the asphalt by the garage door of the unit due to oil/chemical spillage will be the purchaser's responsibility to repair/restore. I/we acknowledge attendance at the first Board Meeting, held every 4th Monday of the month, after moving into the unit is required.

DATE

BUYER'S SIGNATURE*

DATE

BUYER'S SIGNATURE*

(*Signatures must be notarized)

County of _____

Subscribed and sworn to before me

Notary Public

GARDEN COURT TOWHOME 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 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 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.

GARDEN COURT TOWNHOME 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: _____ Phone: _____

List all occupants and their ages.

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

PETS? Yes ☐ No ☐ Description and weight: _____

List all vehicles.

	Make/Model	Color	Year	License Plate #
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 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.

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

DATE: _____

RE: Revocable Proxy

Dear Sir or Madam:

You are presently involved in the purchase of a unit in Garden Court Townhome 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,
GARDEN COURT TOWNHOME 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.

GARDEN COURT TOWNHOME ASSOCIATION
REVOCABLE PROXY

I, _____, owner of a Unit in Garden Court Townhome 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 (11) months 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

Owner Signature

(For Association Use Only)

Unit No.

Percentage of Ownership

Garden Court Townhouse Association

Hazel Crest, IL 60429

November 18, 2008

NOTICE TO HOMEOWNERS

RE: No-Rental Policy Adopted

This notice is to advise all homeowners that, as of November 18, 2008, the Declaration of Covenants, Conditions and Restrictions of the Garden Court Townhouse Association (the "Declaration") has hereby been officially amended to prohibit the rental of a residential unit by the owner of the property. Consequently, all homes must be occupied by only the owner of the unit and his or her immediate family.

Based on the approval of existing homeowners at the special meeting held on September 23, 2007, the Board of Directors then obtained the required number of signatures of the homeowners that were necessary to officially adopt this new policy. This amendment to the Garden Court "Declaration" was filed by Charles T. Ryan, Ltd., the Association's attorney, on November 18, 2008, and recorded in the Office of the Clerk of Cook County, Illinois.

In accordance with the attached copy of this "no-rental" amendment, each owner of a home currently rented shall submit a copy of the lease agreement to the EPI Management Company, LLC by December 31, 2008.

Any unit that is currently rented may be allowed to continue to be rented until either (1) one year from the above date, or (2) the move-out date of any existing tenant occupying the unit on the above date of this amendment, whichever is later.

To meet special situations or to avoid undue hardship, a unit owner may submit a written request to the Board of Directors to approve rental of a unit for a period of not less than six months or more than one year.

Local realtors will also be advised of this new no-rental policy, which will discourage any Garden Court homes from being advertised for rent or lease.

BOARD OF DIRECTORS

Garden Court Townhouse Association

Attachment: Copy of recorded amendment, dated November 18, 2008

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

FIRST AMENDMENT TO THE
DECLARATION OF
COVENANTS,
CONDITIONS AND
RESTRICTIONS OF
THE GARDEN COURT
TOWNHOUSE
ASSOCIATION

Doc: .0832331033 Fee: \$390.00
Eugene G. Moore RHSP Fee: \$10.00
Cook County Recorder of Deeds
Date: 11/18/2008 11:33 AM Pg: , of 178

This Area is For Recorder's Use Only

THIS AMENDMENT TO THE DECLARATION OF COVENANTS, CONDITIONS AND
RESTRICTIONS OF GARDEN COURT TOWNHOUSE ASSOCIATION is made by the Board of
Managers this 3rd day of October, 2008.

WITNESSETH:

We, the undersigned, duly qualified Board of Directors of Garden Court Townhouse Association, Inc., an Illinois not-for-profit corporation, in accordance With the provisions of Article X, Section 3 of a certain Declaration of Covenants Conditions and Restrictions of Garden Court Townhouse Association dated April 10; 1973-, and recorded as document number 26B7536 with the Cook County Recorder, as from time to time amended, affecting the real estate described on Rider A attached hereto and incorporated herein, hereby certify that the Unit Owners of Garden Court Townhouse Association, evidenced by a document signed by no less than 75% of the unit owners of the Association, approved the amendment to Article VII of the aforesaid Declaration by adding an additional paragraph j), as follows:

(j) The renting or leasing of any unit is prohibited. Any language in the Declaration which conflicts with this provision shall be of no effect from and after the date this amendment to the Declaration is recorded, but any unit under written lease, not otherwise in violation of any provision of the Declaration or existing rules or regulations, on the effective date of this section shall be permitted to continue under lease for a period not to exceed the last to occur of (1) one year from the effective date of this amendment, or (2) the move-out date of any existing tenant occupying the premises on the effective date of this section.

1. Prohibition of Leasing. Notwithstanding any reference to leasing in the Declaration to the contrary, each Unit Residence (hereinafter referred to as unit) Owner shall occupy and use such unit as a private dwelling for the Owner and her or his immediate family. To meet special situations and to avoid undue hardship or practical difficulties, the Board of Directors may, but is not required to, grant permission to a unit owner to lease her or his unit to a specified lessee for a period of not less than six (6) consecutive months nor more than twelve (12) consecutive months or such other 2 reasonable term as the Board of Directors may establish. Such permission may be granted only upon the written application by the Unit Owner to the Board of Directors. The Board of Directors shall respond to each application in writing within thirty 30 days of the submission thereof. The Board of Directors has sole and complete discretion to approve or disapprove any unit owner's application for a lease. The decision of the board of Directors shall be final and binding.

2. In the event the owner of record is a land trust, the holder or holders of the beneficial interest of the land trust shall be deemed to be the owner for purposes of this Section.

3. In the event there is more than one owner of record, only one such owner shall be required to occupy the unit as required herein.

4. An owner shall provide to the Association a copy of every lease and renewal thereof entered into by the unit owner and any such other information which the Board may reasonably request for the lessee within fourteen (14) days of the date of the lease.

5. In the event of a violation of this Section, in addition- to or in lieu of the Enforcement provisions set forth in the Declaration, the Association may take whatever other or additional steps it deems appropriate, including, but not limited to, the following: "

i) Levying a fine and/or assessment "against the unit owner of not less that \$25.00 per day while the violation continues:

ii) Eviction of the tenant after serving the tenant with a demand for possession by delivering a copy thereof to the tenant, or by leaving such a copy thereof with some person of the age of thirteen (13) years or upwards, residing on, or being in charge of the premises. Said notice shall give the tenant thirty (30) days to vacate the premises.

6. The owner shall be responsible for all attorney's fees and costs incurred by the Association in enforcing the terms of this Section.

7. In the event of a conflict between the terms of this Amendment and the terms of the Declaration, the terms of this Amendment shall control.

8. The attached and executed documents totaling 87 pages, signed by the various unit owners of the Association and indicating their approval of this Amendment, are hereby specifically incorporated into and made a part of this Amendment.

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 'Havent 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 registration confirmation message displayed at the bottom: 'Thank you for registering. An e-mail has been sent to care@propertyboss.com with login information.' The 'Email Address' field is filled with 'care@propertyboss.com'.

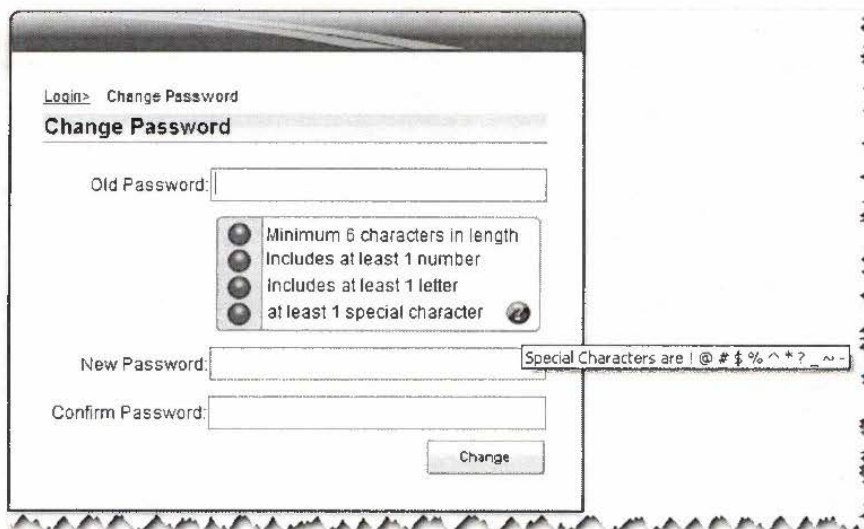
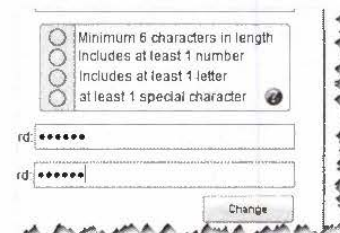
Portal User Registration

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.



Garden Court Townhomes
New Homeowners Orientation Survey

Welcome new homeowner! We here at Garden Court wish to take a moment to thank you in advance for sharing your feedback on the following survey. Your responses are important and will let us know how we are doing.

Please circle your selections:

1. Did you feel the new homeowner's orientation was helpful to you? **Yes or No**
If you answered no, please tell us why.

2. Do you feel you received enough information to understand the guidelines and the role of all homeowners living in the Garden Court Homeowners Association? **Yes or No**

3. In your opinion, were there any additional topics that should have covered in the orientation? **Yes or No**
If you answered yes, what additional areas of homeownership do you feel should be added?

4. Was the time length of the orientation adequate? **Yes or No**
If the time was not adequate, please give a brief explanation.

5. Please share what you liked about the orientation.

Signature_____

Date_____

You can return this survey to EPI via email at: epi@epimanagement.com or mail it to:

EPI Management
14032 Kostner Ave., Unit M
Crestwood, IL 60418