

## WCHOA-REAL ESTATE PROCEDURES

The prospective buyers must meet with the WCHOA representative before a resale certificate is issued. Please have the buyers contact Howard Gottlieb (WCHOA-Chairman) directly at #215-630-7278 or [howard.gottlieb@comcast.net](mailto:howard.gottlieb@comcast.net) to schedule an HOA Orientation. Resale Cert can only be released after completion of the orientation. Please inform the homeowner that a representative of WCHOA will be out to inspect the exterior of the listed property for any exterior escrow issues before the Resale Certificate can be drawn up. All WCHOA Documents will be given to the buyers at the orientation.

If you are representing sellers or buyers of homes in Woodlyn Crossing, you should be aware of the following:

1. The Woodlyn Crossing Homeowners Association charges a fee of **\$250 for processing real estate transfers** in Woodlyn Crossing; \$150 of this fee will be paid by the seller and \$100 will be paid by the buyer. The fee should be collected at settlement of all property transfers and forwarded to our office. To maintain accurate records, we would like to receive the HUD1 settlement statement with the check(s). The names of the buyers should be passed on to the Association Administrator as soon as possible.
2. The Board of Directors at the January 2010 monthly meeting has decided to follow the pattern of most established Homeowner and Condo Associations who charge incoming buyers a separate fee to recognize the ongoing costs of historic maintenance and improvement to commonly owned amenities. This fee (**Capital Contribution**) is **\$500** and is in addition to the \$250 new account fee mentioned above and should be collected at settlement of all property transfers and forwarded to our office.
3. A policy approved by the Board of Directors of the Woodlyn Crossing Homeowners Association requires all buyers to meet with an Association Representative prior to release of any settlement materials. Please have the buyer schedule an appointment with Howard Gottlieb 215-630-7278 to obtain a settlement package and inspection to avoid settlement delays.
4. The Restrictions and Covenants of the Woodlyn Crossing Homeowners Association, as well as other regulations and information may be viewed on the Internet at [www.WoodlynCrossing.org](http://www.WoodlynCrossing.org). Printed copies of these documents may be obtained from our office during normal hours of operation (Monday to Friday 9:30 am to 3:30 pm). **A copy of these documents is provided to the buyers at orientation.**
5. Settlement cannot be properly completed without a current Resale Certificate issued by the Homeowners Association. Please note: we will no longer process paperwork for settlement without at least three weeks' notice. Without such notice, a surcharge of \$100.00 will be charged to the seller. In Pennsylvania, the seller is required by law to provide the information to the buyer. Failure to obtain a 5407 Resale Certificate & file the deed with Bucks County Recorder of Deeds carries a \$1000.00 fine from the WCHOA.
6. Please notify this office of the name and contact information of the transfer agent handling closing so that we can make arrangements to deliver the Resale Certificate and other documents needed for settlement.
7. The rules and regulations of our Homeowners Association do not allow signs to be placed on common ground or along or in front of common areas at any time. Only one real estate sign, maximum nine square feet of copy area, may be placed on the subject property until the property is sold and settled. Real estate signs must be maintained in an upright position. **UNFORTUNATELY, THIS ALSO APPLIES TO DIRECTIONAL SIGNS FOR OPEN HOUSES. PLEASE DO NOT PLACE ANY SIGNS ON COMMON GROUNDS.**
8. Dues are collected quarterly. Quarterly payments are \$350\* and are due May 1, August 1, November 1 and February 1. (\*Current as of February 2025 & maybe subject to change) There is a \$30 per month late charge for dues received after the 15th of the month. The Homeowners Association may be contacted for information regarding the status of the current homeowner's dues.

9. Improvements made by homeowners on Common Grounds adjacent to their home must be included in the agreement when the home is sold. Or, the common ground should be restored to its original condition.

Should you have any questions, please email office.