

SEQUOIA MANAGEMENT COMPANY, INC

13998 Parkeast Circle, Chantilly, VA 20151

(703) 803 9641 Fax: (703) 968 0936

www.sequoiamanagement.com

INSTRUCTIONS FOR RESALE REQUESTS

DISCLOSURE PACKET (HOA) and RESALE CERTIFICATE (Condo)

Please take the time to read these pages to answer questions and obtain directions for completion of the forms.

THE REQUEST FORM WILL PERFORM AS AN "INVOICE" IN CONJUNCTION WITH EMAIL CONFIRMATION OF RECEIPT.

PLEASE NOTE: *The last Friday of every month, our office hours are 8:30 to 12:00 noon.*

PLEASE FORWARD YOUR FULLY COMPLETED REQUEST:

BY MAIL: Please write "RESALE DOCS" on the envelope.

BY FAX: (703) 968-0936 Attention: RESALE DOCS

IN PERSON: Please see the receptionist.

BY E-MAIL: Resaledocs@sequoiamgmt.com

NOTE: Our responsibility begins upon the date of receipt of a fully completed Sequoia Request Form - PLEASE BE AWARE: Change in the law effective July 1, 2008 – Prepayment is NO LONGER REQUIRED as the costs of the Resale Package are to be paid at the time of closing (if you still choose to prepay, please send with the request; attention: Resale Docs.)

- All Real Estate agents are encouraged to keep an "original quality" copy of the "ordering forms" (these information pages and the request form).
- Please keep a photocopy of your completed request for reference purposes.

OFF-SITE PROPERTIES: PLEASE DIRECT (CALLS, FAXES, EMAILS) FOR RESALE REQUESTS AND/OR INQUIRIES FOR THESE COMMUNITIES TO THE MANAGER SHOWN BELOW:

Angela Corum, Mgr- 703.257.5860 FAX.703.369.9226

1. Bull Run Condo & Bull Run Swim & Racquet
2. Jackson's Ridge
3. Rebel Walk
4. Stratford Condo
5. Sentry Ridge Condo

Karen Olsen, Mgr - 703.430.4500 FAX.703.430.4501

- Sugarland Run

Karen Soles, Mgr - 703.815.1136 FAX.703.222.8876

- Virginia Run

FORMS AND SPECIFICS FOR SEQUOIA REQUEST FORM

PLEASE COMPLETE THE REQUEST IN FULL to include the following information so that we may begin processing when we receive it. Please PRINT or TYPE in **BLACK** ink. * If information is just not available or applicable, please send in an email when available.

1. Owner's name + current Email and phone contact information (unless a foreclosure).
2. Real Estate Agent name plus current contact information: email, phone & fax.
3. Community name and Dues Account Number (Acct. Number is on monthly statement or coupon book). *
4. Subject property street address.
5. Name of settlement/closing agency, correct contact person, phone number, fax number and anticipated closing date. It can also be helpful to include the email address of the contact person. *
6. **Name, Email and phone number** of the person to contact when the package is ready for pickup **-OR-**
Ship to: Recipient Name, Indicate Business name or residence, complete address and phone number (no POB please), 1 or 2 addresses as checked on request. **Address must have a person on-site to sign for the package delivery. -OR-**
Email Address (1-2) for sending the Electronic Copy.
7. Please check blocks for the type of request you are making (NEW or UPDATE; hard copy or electronic).
SPECIFY - Financial or Package only, OR Reinspection only, OR Reinspection + Package
 - PRIMARY: The Association WITH Architectural Power - generates the required exterior inspection. Dues are paid to this Association.
 - SECONDARY: The Association without Architectural Power. Dues are also paid to this 2nd Association.
 - UPDATE: Applies when a resale package issue date is within the 12-month period prior to the current request.
8. If the resale package is requested in the case of a **foreclosed property**, please check the foreclosed block and provide the evidence (IE: a copy document verifying ownership – the owner or their designated agent must sign the acknowledgement) with your request or as soon as available. "Bank" or appropriate word can be written on the owner line.

THE COMPLETED DISCLOSURE PACKET/RESALE CERTIFICATE PACKAGE

When the Disclosure Packet/Resale Certificate is available, we will notify you. We are not responsible for any delay in the request due to a lack of information (incomplete request) regarding the property or the contact person(s). Virginia law specifies a NEW request must be furnished within 14 calendar days (an UPDATE -- 10 calendar days; a RUSH -- 5 business days).

The completed NEW resale package will contain a letter plus the Certificate required by the VIRGINIA CONDOMINIUM ACT or the Disclosures required by the VIRGINIA PROPERTY OWNERS' ASSOCIATION ACT, as well as the established documents. There will be statements for any balance information and whether violations exist, within the Disclosures; additional statements and documents may be included, as applicable: Public Offering Statement, Articles of Incorporation and any Amendments, Declaration of Covenants, Conditions and any Restrictions and Amendments, Bylaws and Regulations and any Amendments, the most recent 6-months of Board of Director's Meeting Approved Minutes, Rules and Regulations, Architectural Guidelines, Certificate of Annual Report, Reserve Study and Report, Current Approved Budget, Statement of Financial Condition.

Inspection of the property is necessary to complete the process. HOA - BOD Representative (or Community Manager) will inspect the exterior only. Condominium Associations will be exterior and interior. Any required inspection is in accordance with the law and the authority of any Governing Documents, Association Rules and Regulations, and, any Architectural Guidelines. Interior Inspection will require an appointment and seller acknowledgement is required on all requests. **ANY QUESTIONS REGARDING VIOLATIONS RESULTING FROM THE REQUIRED INSPECTION OF THE SUBJECT PROPERTY MUST BE DIRECTED TO YOUR COMMUNITY MANAGER AND/OR THEIR ADMINISTRATIVE ASSISTANT.**

SPECIAL NOTE

The Commonwealth of Virginia expects this entire process to be treated reasonably. The seller is to obtain and provide the resale package to the proposed purchaser. The proposed purchaser will be agreeing to abide by the Association documents, by their signature, to documents at the closing of their purchase. The law specifies the package is CURRENT as of the DATE OF ISSUE. The following day (date) the package would not be "considered" current, however, there is NOT an expiration date. If the proposed purchaser has concerns with the current status of the package contents, they may request a PACKAGE UPDATE within 12 months from the date of the initial inspection, and the same form can be used. If an additional copy is needed, a RE-ISSUE (\$25) can be requested and is usually available within 24-48 hours. The information and order forms are available on our website or by fax or email for any future requests.

DRIVING DIRECTIONS

Traveling WEST on 66, take the 28 North exit, stay in the right lane the entire time and it will become a right turn onto Walney Rd. The first traffic light will be Poplar Tree Rd - left at this light. Your first right will be Newbrook; your first right will be Parkeast.

Traveling South on 28, exit to Westfields EAST. Turn right onto Park Meadow and follow it until you get to Newbrook (see CACI on the top of the building to your right as you sit at that stop sign), cross-over Newbrook and the road will become Parkeast; **OR** turn right onto Newbrook and remain on it until the last left-turn that can be made before the stop sign at the end (see the woods in front of you - if you arrive at the stop sign, turn around and your first right will be Parkeast...

From Route 50, left onto Walney (when you come down a "hill" you will see a "bear-off" to the left which is the continuation of Walney - DO NOT BEAR OFF - continue forward and...) and will "become" Westfields; left onto Newbrook, left onto Parkeast, (the last left turn before you arrive at Poplar Tree Road at the stop sign you will see ahead. If you get this far, U-turn and Parkeast will be your first right.

.....**THEN**, immediately bear right, follow it to the "end" where you will have to stop because you are now facing a grass hill... (...pass TRAVELERS INS. on your left, see our side entrance to the right), turn right and drive forward about 30 feet or so and you should be in our front lot. Our suite number (13998) and company name is on our front door.

REQUEST FOR (HOA) DISCLOSURE PACKET or (Condo) RESALE CERTIFICATE

ATTENTION: RESALE DOCS (refer to page 1 above for correct location fax -number by property not handled at main office)
SEQUOIA MANAGEMENT COMPANY, INC
13998 Parkeast Circle, Chantilly, VA 20151 (703) 803.9641 Fax: (703) 968.0936 www.sequoiamanagement.com

NOTICE: Please return this completed form BY: fax (703.968.0936) or Email (Resaledocs@Sequoiamgmt.com), mail, or drop off at our front desk.

CONTACT INFORMATION -

OWNER NAME _____ Email _____

CELL (____) _____ - _____ WORK (____) _____ - _____ HOME (____) _____ - _____

REALTOR NAME _____ Email _____

CELL (____) _____ - _____ WORK (____) _____ - _____ HOME (____) _____ - _____

FAX (____) _____ - _____

*Community Name: _____

*House / Unit No. & Street Name: _____

CLOSING ATTORNEY / AGENT _____ (____) _____

(Company Name, Contact Name and Phone Number)

CLOSING DATE: ____/____/____ Foreclosure Deed Attached FAX (____) _____ - _____

FEE INFORMATION: THE FOLLOWING CHARGES APPLY TO THIS REQUEST. All chargeable amounts are to be paid at the time of closing but no later than 90 days from the date of Delivery. PLEASE "X" boxes that apply. Confirmation of receipt and fees will be made by email. **A or B (add items from C as needed). If the property is subject to a 2nd HOA and dues, the charge for that 2nd Association WILL apply. ALL necessary corrections will be made as processed.**

- A. **NEW HARDCOPY HOA DOCUMENT REQUEST-----OR-----NEW ELECTRONIC COPY REQUEST**
 \$250.00 Primary HOA (\$150 Governing Documents + \$100 Inspection) \$225.00 Primary HOA (\$125 Governing Documents + \$100 Inspection)
 \$150.00 Secondary HOA (Master or Recreation Association) package* \$125.00 Secondary HOA (Master or Recreation Association) package*
- B. **UPDATE** HardCopy Electronic: **Must be requested within 12 months. ORIGINAL Issue Date ____/____/____.**
 \$ 50.00 Financial only (Disclosure) HOA Disclosure/Condo Certificate plus Documents.
 \$100.00 Exterior Inspection of property.
 \$150.00 Whole Package with Inspection
OTHER (Shipping is Fedex Standard Overnight – delivery signature required to comply with law – this charge WILL apply if "SHIP TO" is completed.
- C. \$ 20.00 Shipping 1 package to 1 address. Shipping 2 packages to 1 address
 \$ 40.00 Shipping 1 package to each of 2 different addresses (SHIP TO 1 and 2 are completed)
 \$ 50.00 RUSH (5 Business Days)

PICKUP; SHIPPING; ELECTRONIC INFORMATION Include phone number, Contact Name and/or Business Name.

DOCUMENTS WILL BE PICKED UP BY: _____

SHIP TO:1. _____

2. _____

SEND ELECTRONIC COPY TO: _____

THE UNDERSIGNED SELLER UNDERSTANDS, AGREES and AUTHORIZES, by SIGNATURE BELOW:

- (1) When the request is complete, we will be notified by Email first, then by phone if Email fails; we agree that Sequoia is not in control of the WWW/ or Internet function and that the email can actually fail on delivery without notice and Sequoia is not liable in these instances;
- (2) Sequoia Management Company, Inc. will ASSESS THE DUES ACCOUNT as described above for any amounts due which remain unpaid by 90 days from the date of delivery. These funds will be paid out of closing proceeds at the time of settlement with the above specified Closing Agent. If settlement does not occur within 90 days of the delivery of the disclosure packet, these funds will be assessed against the unit dues account and will be due and payable. Late payment will generate late fees against the unit dues account;
- (3) I hereby consent to entry upon and/or within my lot or condo unit during daylight hours by the Association or Management Agent for the purpose of conducting a compliance inspection of my lot and all improvements located thereon, relative to the Association's governing documents and rules, regulations and architectural guidelines. I understand that such entry is necessary to determine if my lot or condo unit is in compliance and to make a representation to that effect in the requested resale packet. If my property is a Condo unit, I will schedule with the property manager and make myself available during the hours of 8:30 am to 5:00 pm for the interior compliance inspection. I understand that non-compliance for the interior inspection may delay my request beyond the requirements of the law and interfere with compliance with the law.
- (4) The Agent shown above will perform in our stead in this request.

SIGNATURE _____ Date of Request ____/____/____