

<p style="text-align: center;"><b>KINGSCOPE OF NAPERVILLE</b> <b>CONDOMINIUM ASSOCIATION</b></p>
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TO: BUYER/SELLER

FROM: EPI MANAGEMENT COMPANY, LLC

SUBJECT: UNIT SALES

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Per your request, enclosed please find a sales packet which includes a copy of the current Rules & Regulations. Note all items must be completed and returned to this office with a copy of the sales contract. Requests will be processed 5 business days after all properly completed documents and payments have been received.

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.

Also required is a non-refundable \$250.00 check (payable to EPI Management Company, LLC) for processing. **IF THE CORRECTLY COMPLETED SALES PACKET IS NOT RECEIVED 5 BUSINESS DAYS IN OF THE CLOSING**, an additional \$100.00 (checks to be made payable to EPI Management Company, LLC) will be required **prior** to the issuance of the assessment letter. 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.

**A recorded deed must be received by Management within 15 days of closing in order for the ownership to be changed.**

Purchaser is required to submit a current certificate of insurance relative to property damage and fire loss for the captioned unit in accordance with the Condominium Property Act. The Association **does not** provide property damage insurance for the interior of the unit.

A closing letter will be issued within seven to ten working days of authorization by the Board of Directors. Please indicate where the closing letter is to be mailed.

EPI Management Company, LLC, as agent for your 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.

**Note that an inspection of the Unit has not been conducted for Rule Violations. Such an inspection is available to the Seller/Purchaser 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 Purchaser acknowledges that there may be rule violations that have not been cited in the Assessment Letter. Please contact Monica in the Administrative Department at (708) 396-1800 ext. 228 if you wish such an inspection to be conducted (note that this inspection must be scheduled 7 working days in advance of the closing).**

If you should have any questions regarding this matter, please do not hesitate to contact Monica at (708) 396-1800 ext. 228. 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 ext. 228  
(708) 396-9831 Fax

# **KINGSPONTE OF NAPERVILLE CONDOMINIUM ASSOCIATION**

## **SALE INSTRUCTIONS**

Instructions for filling out the sales packet - please complete, sign and return:

1. Notice of Intent to Sell
2. Memorandum of Understanding
3. One (1) complete copy of the sales contract.
4. Census Form
5. Receipt of Rules/Declaration – signed and notarized.
6. A certificate of insurance must be provided by the buyer.

PLEASE NOTE:

A COPY OF DECLARATION/BYLAWS AND RULES AND REGULATIONS MUST BE GIVEN TO BUYER.

KINGSPOINTE OF NAPERVILLE  
NOTICE OF INTENT TO SELL

OWNER \_\_\_\_\_

ANTICIPATED DATE OF MOVE OUT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

Dear Sir or Madam:

As part of any sale of a unit in Kingspointe of Naperville Condominium Complex, it is necessary 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 buyer complete the attached census sheet as part of the purchasing of the unit and forward to EPI Management Company, LLC the completed questionnaire, a copy of the sales contract and the signed Memorandum of Understanding.

PLEASE BE ADVISED YOU MUST SUPPLY THIS INFORMATION IN ORDER TO SELL YOUR UNIT.

If the information is not supplied and the unit is sold without the Board's knowledge, the Board may, under the Declaration, enforce its rights and you will be required to pay all costs and attorney's fees for the Board in so enforcing its rights.

Please forward this questionnaire to: EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF PURCHASER

Kingspointe of Naperville Condominium Association

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

# ***KINGSPOINTE OF NAPERVILLE CONDOMINIUM ASSOCIATION CENSUS CARD -- 2024***

	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 ☐    Circle the correct number that applies - Cat ( 1 / 2 ) Dog ( 1 / 2 )

Description and Weight of above Pet(s) \_\_\_\_\_

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 in writing. The information contained in this Census Card is for Association use only.

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](mailto:epi@epimanagement.com)

MEMORANDUM OF UNDERSTANDING

I (We) hereby certify that I (we) have given the above Purchaser the proper copies of the Kingspointe of Naperville Condominium Association Declarations and By-Laws.

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SIGNATURE OF SELLER

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SIGNATURE OF SELLER

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DATE

The Kingspointe of Naperville Condominium Association strictly enforces the By-Laws and their prescribed penalties. Therefore, the Board strongly recommends that the By-Laws be read carefully to make certain that you can and will comply with all points contained therein.

I (We), the intended Purchaser(s) of the condominium unit described above declare that we have read the Kingspointe of Naperville Condominium Association Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants of Kingspointe of Naperville Condominium Association, and any Amendment or Amendments, thereto, and understand that we shall at all times hold our interests in the Condominium subject to the rights, easements, privileges and restrictions therein set forth or hereafter established by the Owners or Directors of Kingspointe of Naperville Condominium Association as duly provided for in the aforesaid Declaration of Condominium Ownership. I(We) acknowledge that any existing damage due to the removal of a satellite dish installation on the unit must be restored to the units original condition otherwise the cost of restoration will be passed on to the existing unit owner.

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SIGNATURE OF PURCHASER

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SIGNATURE OF PURCHASER

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DATE

KINGSPOINTE OF NAPERVILLE CONDOMINIUM ASSOCIATION

RECEIPT OF 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 Kingspointe of Naperville Condominium Association Declaration, and that I/we have read and understood these documents. I/We also acknowledge that 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 that a late fee will be charged to our account if the monthly assessment is not paid in accordance with the Association's Declaration. **I/We acknowledge that 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 also acknowledge that I/we will be responsible for any existing damage to the asphalt directly in front of the garage for this unit due to oil or other chemical spills. 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 and the restoration of any of the siding damaged due to such installation.**

DATE

BUYER'S SIGNATURE\*

DATE

BUYER'S SIGNATURE\*

**\*Signature must be notarized**

County of \_\_\_\_\_

Subscribed and sworn to before me

Notary Public

# KINGSPOINTE OF NAPERVILLE CONDOMINIUM ASSOCIATION REVOCABLE PROXY

KNOWN BY ALL MEN BY THESE PRESENT, that I \_\_\_\_\_

(Print Your Name[s])

the owner of a unit in the **KINGSPOINTE OF NAPERVILLE CONDOMINIUM ASSOCIATION**, commonly known by the street address of \_\_\_\_\_

(Print Your Address)

Naperville, Illinois, and being a member in good standing of said Association, do hereby constitute and appoint the Board of Directors

or \_\_\_\_\_,

(Print Proxy's Name)

as primary proxy and a majority of the Board of Directors, in office from time to time, of the **Kingspointe of Naperville Condominium Association**, or either of them or their substitute, to cast my vote as my proxy at any Meeting of said Association, whether regular or special, from this date forward and for so long as I remain a member (notwithstanding that same may occur more than eleven (11) months from this date) with full power to vote as if I were personally present, with all the powers I possess, including full power of substitution and revocation. My presence at a meeting will **automatically revoke** this proxy for the meeting attended unless I indicate otherwise. Also, I understand I may revoke this proxy at any time by sending a letter to the Board of Directors of **Kingspointe of Naperville Condominium Association**, revoking the proxy.

Any proxy in this Association heretofore given by me to any person whatsoever are hereby revoked.

In this instrument the singular includes the plural.

**IN WITNESS WHEREOF**, I have executed this proxy on this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, Illinois.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**NOTE:** You may give this proxy to the person you designate above to represent you at any meeting and vote on your behalf. Or, you can designate a member of the Board or the Board as a whole as your proxy and return this proxy to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.

# KINGSPONTE OF NAPERVILLE WATER CHANGE FORM

UNIT ADDRESS: \_\_\_\_\_

## TO BE COMPLETED BY SELLER:

SELLER

NAME: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sellers  
Signature: \_\_\_\_\_

## TO BE COMPLETED BY BUYER:

BUYER

NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(if different from unit) \_\_\_\_\_

\_\_\_\_\_

Please note that water bills must be sent to the unit owner. They may not be sent to a tenant.

Buyers  
Signature: \_\_\_\_\_

## FOR ASSOCIATION INTERNAL USE ONLY

CLOSING DATE: \_\_\_\_\_

NOTIFY SMS READ METER: \_\_\_\_\_

FINAL METER READING: \_\_\_\_\_

DATE OF FINAL READING: \_\_\_\_\_

INITIALS: \_\_\_\_\_

BILLING TEMPLATE UPDATED:

\_\_\_\_\_

date

\_\_\_\_\_

initials



## 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'. A 'Sign in' button is located to the right of the password field. Below the fields, there is a link that says 'Haven't registered yet? Register Now'. In the bottom right corner, there is a link that says 'Contact Us'.

[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!

### Sign in

Email Address: care@propertyboss.com  
Password:

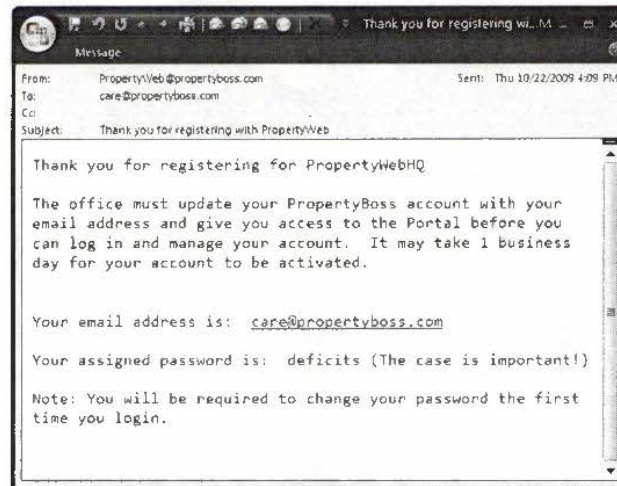
Sign in

Haven't registered yet?  
[Register Now](#)

[Contact Us](#)

## 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.

