

MEMORANDUM

TO: SELLER, BLOOMFIELD CLUB III HOMEOWNERS ASSOCIATION
FROM: EPI MANAGEMENT COMPANY, LLC
SUBJECT: UNIT SALES

Per your request, enclosed please find a Receipt of Rules/Declaration for the captioned property 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. All documents must be properly completed and all payments received 48 hours in advance of the requested date indicated - _____.
(Requested Date)

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 48 HOURS IN ADVANCE OF THE CLOSING**, an additional \$50.00 (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.

Assessment payments are to be sent to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418. **A recorded deed must be received by Management within 15 days of closing in order for the ownership to be changed.**

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 Extension 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).

Purchaser is required to submit a current certificate of insurance relative to property damage and fire loss for the captioned unit. The Association **does not** provide property damage insurance for the unit.

Please indicate where you wish the assessment letter/waiver to be mailed.

If you should have any questions regarding this matter, please do not hesitate to contact Monica in Administrative Department at (708) 396-1800 Extension 228. The sales department is available from 9:30 a.m. – 1:30 p.m. Monday – Friday.

EPI MANAGEMENT COMPANY, LLC

BLOOMFIELD CLUB III HOMEOWNERS 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 Bloomfield Club III Homeowners Association Rules and Regulations (29 pages) and Declaration (60 pages), 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 Rules and Regulations.

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 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.

DATE

BUYER'S SIGNATURE*

DATE

BUYER'S SIGNATURE*

***Signature must be notarized**

County of _____

Subscribed and sworn to before me

Notary Public

BLOOMFIELD CLUB III HOMEOWNERS ASSOCIATION

Dear Bloomfield Club III Homeowner:

On behalf of the Bloomfield Club III Homeowners Association, we wish to welcome you to the community and to congratulate you on your choice of selecting Bloomfield Club as the location of your new home.

At the time of closing you should have received a copy of the Declaration and By-Laws of ownership. All properties in Bloomfield Club III are held, sold and conveyed subject to these documents. These documents are binding on all parties having any rights, title, or interest in property within the Bloomfield Club III Homeowners Association

As your managing agent, one of our functions will be the billing and collection of the assessments for your Association. Assessments are effective as of the first full day you own your new home.

Assessment payments are due on the first day of each month.

*** Make your check payable to BLOOMFIELD CLUB III HOMEOWNERS ASSOCIATION

*** Date of delivery will be determined by receipt.

The following are the responsibilities of the Association:

- *** Exterior Repairs and Maintenance - To provide for the normal maintenance situations such as the painting of unit exteriors, as determined by your Board of Directors.
- *** Landscape Maintenance - To provide cutting of lawns, trimming and pruning of shrubs, trees and bushes, chemical applications of fertilizer and weed killer.
- *** Common Area Utilities and Taxes - To remit payment for charges assessed by the local utility companies for all lighting owned by the Association, as well as any real estate taxes or other taxes levied on the common areas.
- *** Association Insurance Policy - To provide fire and extended coverage and public liability on all common areas owned by the Association.
- *** Professional Management - EPI Management Company, LLC has been retained to implement the following functions:
 - To collect and disburse Association funds.
 - To maintain efficient books and records of the Association.
 - To prepare and control the Association Budget.
 - To provide effective organization structure.
 - To provide supervision of employees and contractors.
 - To provide supervision of insurance portfolio.
 - To provide printing and distribution of Association notices.
 - To expedite service requests.

Any complaints, problems, suggestions, and/or questions regarding the exterior of your unit and/or the common areas should be directed to management.

Management looks forward to working with you and the entire Association in our efforts to maintain the high standards of Bloomfield Club III Homeowners Association.

Sincerely,

EPI MANAGEMENT COMPANY, LLC

EXHIBIT "A"

**BLOOMFIELD CLUB III HOMEOWNERS ASSOCIATION
ARCHITECTURAL IMPROVEMENT APPLICATION FORM**

NAME _____ DATE _____

ADDRESS _____

LOT NO. _____ TELEPHONE _____

NATURE OF IMPROVEMENT _____

COLOR _____ STYLE _____

LOCATION _____ DIMENSIONS _____

CONSTRUCTION MATERIALS _____

SUPPLIER _____ APPROX.COST _____

PLANS AND SPECIFICATIONS OF ALL IMPROVEMENTS MUST BE SUBMITTED AND ATTACHED TO THE APPLICATION TO SHOW LOCATION AND DIMENSIONS.

We, the undersigned, do hereby acknowledge that we understand the rules concerning the proposed improvement. We agree to abide by the rules set forth by the Board of Directors and will be solely liable for upkeep maintenance on this improvement.

DATE _____

SIGNED _____

(Homeowners)

FOR OFFICE USE ONLY:

APPROVED BY _____ DATE APPLICATION REC'D. _____

INSPECTED BY _____

RECEIVED BY _____

INSPECTED ON _____

DISAPPROVED BY _____

REASONS FOR DISAPPROVAL _____

Return to:

**EPI Management Company, LLC
14032 South Kostner Avenue, Suite M, Crestwood, IL 60418**

**BLOOMFIELD CLUB III HOMEOWNERS ASSOCIATION
CENSUS CARD -- 2019**

	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 Description and weight: _____

List all vehicles.

	Make	Color	Year	License #
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

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.

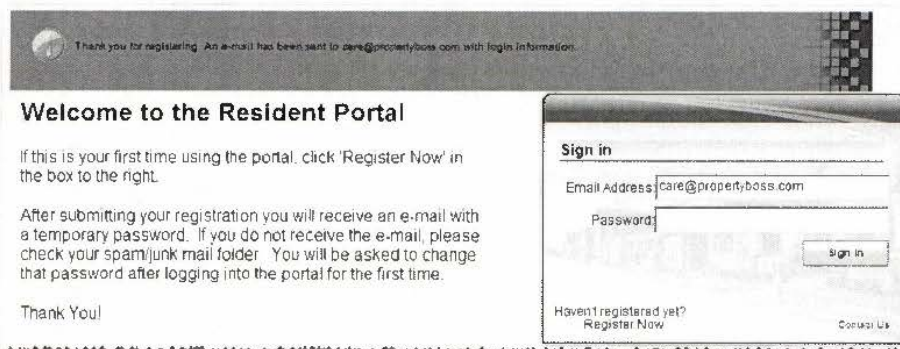
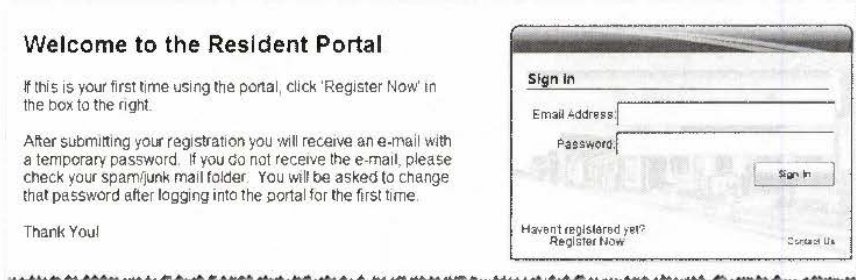
The user will be asked to enter their e-mail address, name, phone number. There's also a field to enter the Property/Unit if the user is a resident. If the user is an owner the field will be for the company name. They can enter their name, if they're an individual and not a company. Vendors will enter their company name.

Field Label according to portal:

- Resident/Member - Property/Unit
- Owner – Company Name
- Vendor – Vendor Name

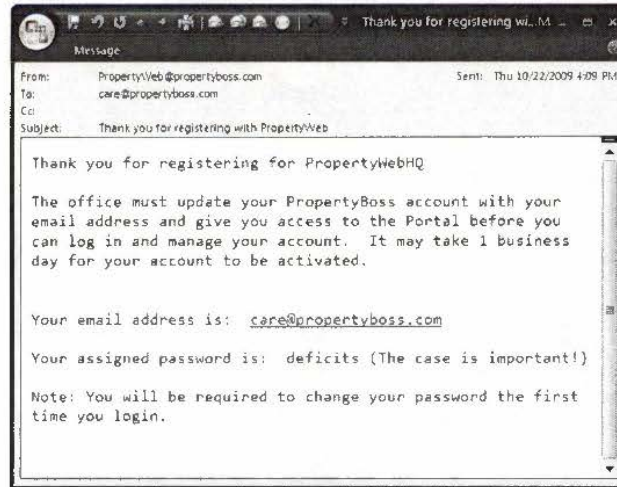
Once they fill in the required fields and hit submit, they will get the following message.

"Thank you for registering. An e-mail has been sent to user@emailaddress.com with login information"



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.

