

1. *What is a condominium?*

Condominium ownership is a form of ownership by more than one person. It means you have control over a certain property jointly. Through the Master Deed and Declaration of Trust, you obtain individual title to your unit and have automatic joint ownership to the common grounds and facilities in the community. Unit owners share responsibilities for commonly owned elements; paid for with your condominium fees.

2. *How much is the annual condominium fee and how is it paid?*

The annual assessment is based on the annual budget. Installments are payable monthly in advance, but will vary depending upon the original estimated value of the unit. In other words, an individual's condominium fee will reflect the value of his unit as a percentage of the total project value.

3. *Can the condominium fees be changed?*

The condominium fee rate is determined by the Board of Trustees and may be increased by the Board without a vote of the members to meet anticipated or unanticipated expenses during the coming year.

4. *Are there delinquency procedures for late fees?*

Yes. Any fees not paid when due the first of every month are delinquent. Condo fees not paid within 15 days after due date will incur a \$20 late charge, and the condominium may bring legal action against the owner to pay the amount due, all at the sole expense of the unit owner.

5. *Who is holding the condominium fees already collected?*

All moneys are deposited in a bank in the name of Chapman Place Condominium Trust.

6. *Who pays the cost of utilities?*

The condominium will pay for exit light post, clubhouse and pool services, i.e. water and sewer, gas to heat the clubhouse, the water for the irrigation system, exterior garage lights. Each unit owner will pay for his or her own electric, gas and water and sewer services.

7. *What is the procedure to make an architectural change i.e. replacing a door, altering the look of your unit, etc.?*

You need to fill out a Home Improve Form (on the web site) and submitted in to the Board of Trustees. The Board or a Trustee will either approve or deny the request and forward a letter of approval or denial to the unit owner.

8. *Can members of the condominium inspect the records and books of the office?*

Yes, the books, records and papers of the condominium are subject to inspection by unit owners. To do so, call the office during office hours for an appointment.

9. *How responsible are we as individuals or as a condominium for damage and injury occurring on or within the common elements?*

The condominium is responsible, as an organization, and has the standard amounts of insurance to cover this possibility. Each homeowner is responsible for his / her share of any amount over and above the limits of the condominium insurance. The individual resident is responsible for mishaps within their own property or the contents of their dwelling unit, thus you are urged to carry insurance for such purposes, typically referred to as an HO-6 policy, and the additional available endorsements sometimes referred to as "all risk" HO-32 and loss Assessments HO-35. Please contact your agent for their recommendations.

10. *How do I know what maintenance I am responsible for and what the Trust is responsible for?*

A unit owner responsibilities checklist has been included in this packet (next page) that may help owners understand what responsibilities they have and what the Trust has.