



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s

P.O. Box 5546

Williamsburg, Virginia 23188-5546

E-Mail: BrutonGlenHOA@cox.net

~ *Homeowner’s Association Disclosure Packet* ~ Policy & Procedures

Revision By Resolution: February 2011

Purpose: This policy is to serve as a directive and/or guideline for the Board of Director’s to utilize the means through these procedures, while providing and preparing a *“Disclosure Packet”* for Homeowner's selling their property and/or properties, located in the community of Bruton Glen.

It's also meant to relinquish certain Association information to buyers purchasing property and/or properties in Bruton Glen.

Policy: In accordance to *Virginia State Statutes, Property Owners’ Association Act; Section 55-508*, it’s the sole responsibility of the property owner(s) whose property is for sale to advise and disclose to the purchaser(s) of the said property, that such property is subject to the provisions of this statute. It’s also the responsibility of the property owner(s) to provide the purchaser(s) with a *Homeowner’s Association Disclosure Packet*.

This packet may be obtained through the request from the Association's Board of Director's by filling out the required requisition form and submitting it via e-mail or mailing it to the appropriate address. Requisition forms may be obtained through request or via the Association's web site, www.BrutonGlen.org

Homeowner’s requesting a *“Disclosure Packet”* will be subject to an associated processing fee for producing such packet, in which the said fee will be applied towards the homeowner's account.

It’s the responsibility of the Association’s Board of Director’s to assure preparation of the *“Disclosure Packet”* upon request of the property owner(s) and/or representing real estate agent. Once the requisition form has been submitted and received, the Association’s BOD’s will be required to produce such document as prescribed by the states statute.

Once the document has been produced, notification that the *“Disclosure Packet”* is ready and may be mailed directly to the homeowner or representing real estate agent. After notification has been rendered, it'll be at the Board of Director's discretion whether to mail such document or advise that it's available for pick-up.

Requisition of a *“Disclosure Packet”* to be expedited in a manner that'll allow for such document to be obtain quicker, may do so only under the direction of the property owner and/or representing real estate agent. Such request will be in writing using the Association’s requisition form and will also be subject to an additional expediting fee. Upon the request of this expedition of such document, the Board of Director’s must assure the preparation and completion of the *“Disclosure Packet”* within five (5) business days of the actual request being received.



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Procedure: Upon requisition of the "*Disclosure Packet*", the Association’s representative responsible for preparing such document will proceed to acquire the necessary information in order to compile the documents necessary to complete the packet.

- In order to validate the information being provided in the "*Disclosure Packet*", the Association’s representative will complete the *Homeowner’s Association Disclosure Packet – Verification Form*.
- Upon completion and delivery of the "*Disclosure Packet*" to the Homeowner and/or representing real estate agent, the Association’s representing official will collect the appropriate fee for producing such document and have the Homeowner and/or representing real estate agent sign the verification form, acknowledging receipt and payment of the "*Disclosure Packet*".
- "*Disclosure Packet*" will be presented to the Homeowner and/or representing real estate agent, along with a billing invoice and account statement.
- The Association will retain on file, all documents pertaining to the request and receipt of the "*Disclosure Packet*" as indicated below;
 - i. *Homeowner’s Association Disclosure Packet – Requisition Form*
 - ii. *Homeowner’s Association Disclosure Packet – Verification Form*
 - iii. *Homeowner’s Association Disclosure Packet – Billing Invoice*
 - iv. *Homeowner’s Association Dues – Account Statement*
 - v. Any other referencing documentation provided to the Association via the property owner and/or representing real estate agent, pertaining to the requisition of said "*Disclosure Packet*".
- Homeowner's failure to receive copies of the Association's "Disclosure Packet" shall not excuse any homeowner failure to comply with the provisions of the Association's governing documents. ie; Declaration of Covenants, By-Laws, Rules & Regulations, Policies & Procedures, Etc.



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**~ Homeowner’s Association Disclosure Packet ~
(REQUISITION FORM)**

Attention to all Homeowners of Bruton Glen. In accordance to Virginia State Statutes, Property Owners’ Association Act; Section 55-508 it’s the responsibility of the property owner(s) whose property is for sale to advise and disclose to the purchaser(s) of the said property that such property is subject to the provisions of this statute. It’s also the responsibility of the property owner(s) to provide the purchaser(s) with a Homeowner’s Association Disclosure Packet. This packet may be obtained through the requisition from the Board of Director's by filling out the requisition form and submitting it via e-mail or mailing it to the Association at the address provided above. Please be advised that upon request of the Disclosure Packet, an associated fee for producing such packet will be applied towards the homeowner's account. A processing fee of \$100.00 is required in order to produce and obtain the Disclosure Packet.

It’s the responsibility of the Association’s Board of Director’s to prepare and produce the Disclosure Packet upon request of the property owner(s) and/or representing real estate agent. Upon the request and receipt of the completed Disclosure Packet requisition form, the Association’s Board of Director's will be required to assure proper preparation of such document within 14 business days. Once the document has been produced, notification that the packet is ready will be rendered to the property owner(s) or representing real estate agent, advising that the Disclosure Packet has been mailed or is available for pick-up.

In the matter of expediting the process of producing the Disclosure Packet, it’ll render an additional processing fee of \$50.00, which will be applied towards the homeowner’s account. Expediting this process will mean that the Association's Board of Director's must assure proper preparation and completion of said packet within five (5) business days.

To: *Bruton Glen Homeowner’s Association*
Attn.: Board of Director’s

Date: Tuesday, September 06, 2011
(Requisition Form Received By Association's BOD's)

Please provide the following information;

Expedite Requisition – Initials _____

Property Owner:

Name: Name (Property Owners)
Street Address
Williamsburg, Virginia 23185
Telephone: 757-555-1234
E-Mail: Sample@cox.net

Purchaser:

Name: Name (Property Owners) **Address:**
Street Address
Williamsburg, Virginia 23185
Telephone: 757-555-1234
E-Mail: Sample@cox.net

Real Estate Agent:

Company: Century 21 Nachman Realty
Name: Name (Real Estate Agent)
Address: Street Address
Williamsburg, Virginia 23185
Telephone: 757-555-1234 **E-Mail:** Sample@cox.net

Requested By: _____
Print Name: **Property Owner’s Name/Realtor’s Name**

Date: _____

Disclosure Packet: Checks should be made payable to; *Bruton Glen Homeowner’s Association*



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**~ Homeowner’s Association Disclosure Packet ~
(REQUISITION VERIFICATION FORM)**

Property Owner:

Name (Property Owners)
Street Address
Williamsburg, Virginia 23185

Requisition Date:

Tuesday, September 06, 2011

Enclosed is the **"Disclosure Packet"** that has been requested pertaining to the Association’s referenced property as indicated above. In accordance with the Association's governing documents, the **"Disclosure Packet"** and its associated documents have been properly prepared and provided to the property owner and/or representing real estate agent as prescribed on the requisition form. At the time of the **"Disclosure Packet"** requisition, now warrants the prescribed associated processing fee(s), which have been applied towards the property owner's account.

~ VALIDATION CHECK SHEET ~

Prepared By: Association's Board of Director’s
2011

Date Prepared: Tuesday, September 06,

"Disclosure Packet" Completed/Verified

- Disclosure Packet Cover Page
 - Table of Contents
 - Disclosure Packet Cover Sheet
 - Description of Contents
- Homeowner's Welcome Letter
 - Association’s Name & Address
 - Assessments
 - BOD’s/HOA Meeting Calendar
- BOD’s & Committees Contact Information
 - Architectural Review Committee
 - Recreational Advisory Committee
- BOD's & Committees Official's Responsibilities & Duties
- Financial Reports/Obligations
 - Loans/Special Assessments N/A
 - Balance Sheet (Assets) – Current YTD
 - Profit & Loss Report – Current YTD
 - Budget Report – Current YTD
 - Previous Years Financial Report
- Capital Improvements Report
- Reserve Study Report N/A

Board of Director's Initials _____

- Monthly Meeting Minutes – Last 6 Months
- Association's Newsletters – Current YTD
- Homeowner’s Association Notifications & Advisories
- Insurance Coverage
- Property Plot Maps
- Entity/Facility N/A
- Lawsuits Pending N/A
- Notice of Violations Pending N/A
 - Property Inspection Rendered N/A
- Governing Documents
 - Declaration of Covenants, Conditions, & Restrictions
 - By-Laws
 - Rules & Regulations
 - Architectural Policy & Regulations
 - Addendum's – Policy & Procedures
- Commonwealth of Virginia – DPOR
- Real Estate Board – CIC
- Smart Street – On-Line Access Instructions
- VOTE•HOA•NOW Access Set-Up Instructions

If additional information is required, please feel free to contact the Board of Director’s.

Checks should be made payable to; *Bruton Glen Homeowner’s Association*

Payment Received: Fee \$100.00 Fee \$150.00 (Expediting Fee) Check # _____ **BOD’s Initials** _____