
Property Owners' Association Information Packet

To: _____

From: _____

Re: Lot# & Address _____

Date: _____

We do hereby certify that as of the date hereof, except as herein stated:

A. The status of assessments and mandatory fees or charges with respect to the lot is as follows:

Current assessment due	_____	\$ _____
Assessments in arrears	_____	\$ _____
Other fees or charges due	_____	\$ _____
Fees or charges in arrears	_____	\$ _____
Total Due		\$ _____
Assessments, fees and charges for the current fiscal year not yet due		\$ _____

The association levies annual assessments, payable in January, to pay common expenses. Special assessments may also be levied for the same purpose. A fee of \$ _____ is currently charged by the Association for the preparation of the Association Information Packet. If any assessment is not paid within 30 days after the date it becomes due, a late charge of 10% of the outstanding balance is added for each month in arrears. There are no other fees or charges imposed by the association except the following:

[Fill in if applicable]

B. The association is a nonstock corporation organized under the Virginia Nonstock Corporation Act. The name and address of the registered agent for the association is:

C. The following, if any, is a list of all capital expenditures anticipated by the Association within the current or succeeding two fiscal years:

D. As of the date of this certificate, there is an outstanding balance in the reserve for replacement fund (reserve account) of approximately \$_____. Of this balance, the following amounts, if any, have been designated by the Board of Directors for the following specific projects:

E. Attached to this certificate is a copy of the statement of financial condition of the income and expense statement, (if any), and the current operating budget of the association for the year ended _____, 20____, the most recent fiscal year for which such statement is available.

F. There are no unsatisfied judgments against the association, nor any pending suits in which the association is a party which either could or would have a material impact on the association or its members or which relates to the lot being purchased, except as follows:

G. The association holds hazard, property damage, and liability insurance policies covering the common area.

H. The association has not given notice to the owner of the lot and has no knowledge of whether improvements or alterations made to the lot or uses made of the lot or the common area assigned to the lot, if any, are in violation of the association documents, except as follows:

I. There are [are not] restrictions, limitations or prohibitions on the right of a lot owner to place a sign on the owner's lot advertising it for sale. Such restrictions (if any) are set forth in Section _____ of the Declaration [Bylaws, Rules and Regulations, Resolutions, and/or Architectural Guidelines] attached hereto as Exhibit _____ to this Information Packet.

J. Attached to this certificate is a copy of the Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, and Architectural Guidelines of the association, including all amendments.

The information contained in this Association Information Packet is based on the best knowledge and belief of the Association and is current as of the date hereof.

The Association contact for questions regarding this disclosure packet is:

(Name)

(Address)

(City) (State) (Zip)

I hereby acknowledge that I received this Association Information Packet on _____, 20__.

(Unit Owner)

(Unit Owner)

I hereby acknowledge that I have received and read the information contained in this Association Information Packet on _____, 20__.

(Purchaser)

(Purchaser)