

## SELLING AND RE-FINANCING YOUR PROPERTY

If you plan to sell your property in the Whispering Woods Community, you (the seller), your settlement company, real estate agent or attorney must contact the WWCA **at least** two weeks prior to settlement. Maryland law (The Maryland Homeowner's Association Act) requires that you provide the prospective purchaser with certain documents, including a Home Owner Association (HOA) Package, within a short time of entering into a contract. If you fail to provide this information and / or disclose that the property is scheduled for sale / settlement, you can be held legally liable for any sums owed, even if the property transfers. The sums include assessments, costs, interest, and attorney fees. Moreover, if there is a covenant violation that would have been disclosed as part of your having obtained an HOA Package, you and / or your title company can and will be held liable. The purchaser of your property may also file suit against you and against the title company, if necessary.

You are responsible for notifying the WWCA if you are selling your home. Please assure that you, your settlement company, your realtor or your attorney contacts the WWCA by phone at (410) 757-5555, by mail at P O Box 242, Arnold, MD 21012, or by e-mail at [email@wwcaonline.org](mailto:email@wwcaonline.org) **THREE WEEKS PRIOR TO SETTLEMENT**. A minimum of 2 weeks from the date of receipt of a request is required for processing and delivering the HOA package. Once it has been completed, it will be dropped off to the property address unless other arrangements have been made. Please don't wait until the last minute to make your request. If a request affords us fewer than 14 days to prepare the package, an additional fee (Priority Fee) of \$100.00 will be assessed, resulting in a total cost of \$200.00 for the package.

### RECAP:

- 1) When you sell your home, Maryland law requires that you provide the new owner (buyer) with an HOA Package at least 5 days prior to settlement. This package contains important information about community rules and regulations, covenants and by-laws, moneys due and any covenant violations.
- 2) To request an HOA Package, you must notify the WWCA via a phone call to the Community Phone Line (410-757-5555), via mailing a written request to WWCA, P.O. Box 242, Arnold, Maryland 21012, or via an e-mail request to [email@wwcaonline.org](mailto:email@wwcaonline.org).
- 3) Regardless of the mode of request, please be aware that payment is required prior to our providing the package.
- 4) Payment, if the package is required within 14 days, is \$100 but is \$200 if required in fewer than 14 days.

5) Please provide contact information (name(s) of contact(s), main and alternate phone numbers of contact(s), where package is to be mailed or if it is to be picked up, etc.) with your request.

6) An exterior inspection of the property is done to assure that the property is not in violation of community covenants and/or by-laws. Some of the things reviewed during an inspection are:

- if there is a fence, that it is in good condition and is not over the property line;
- if there is a shed, that it is in good condition and constructed of plastic, vinyl, or wood;
- that the paint or siding is an appropriate “approved” color;
- that the roof shingles are in good condition;
- if there is a deck, that the deck is up to code and was previously approved by the Board;
- that there are no other violations of the Community’s Architectural Guidelines

Any problems noted on the inspection sheet must be resolved prior to the time of settlement. We must verify and resolve, if necessary, any delinquencies, existence of any liens against the property and any violations of the Community’s covenants and/or Architectural Guidelines.

Some banks/mortgage companies require that a “PUD Certification Form” be completed prior to a resident’s selling or re-financing his/her/their home. The Lender normally faxes or mails a copy of their PUD form to the WWCA to be completed and returned. When/if this occurs, the WWCA assesses a charge of \$100.00 for completing a PUD form.

Please allow at least 10 business days for preparation of an HOA Package and at least 5 business days for return of a PUD Certification Form.