

GUIDELINES FOR MEMBERS WILLOW BROOK ESTATES 1, 2 & 3

Seller's Responsibility to Home Owners Association

Any members selling property in Willow Brook Estates Home Owners Association 1, 2 & 3 must contact the Management Company and complete the following:

Settle with the Home Owners Association (HOA) any and all financial matters pertinent to their property. This includes all past and present yearly assessments, special assessments and any and all late fees. This also includes all past and present violations and respective fines owed to the HOA and late fees that may apply to the above.

Notify the Management Company at least four (4) business days prior to the date of closing with information. Notification must include the Seller's Sales Agent information, the address of the closing location and scheduled time of closing.

It is the Member's responsibility to remove all the Member's belongings, including any garbage from the exterior of the homesite. Member's security deposit will not be released until the homesite exterior property is clean and free of any and all of the Member's belongings.

If applicable, the Member's security deposit of \$750.00 will be released after the current Board's inspection of the property being sold. The selling Member must have officially left the home. The security deposit will not be released unless all yearly assessments, late fees, any special assessments or other monies owed to the Home Owners Association are settled, as stated above.

Current Member or Seller must send a new forwarding address to the Management Company for any future problems that may occur.

The HOA Management Company can be reached at:

Active Residential Management Services Inc

708-647-2826

935 W. 175th Street, Suite 101
Homewood, Illinois 60430