

It is our understanding that you are preparing to leave Beaverdam Run. I would like to take this opportunity to remind you of certain steps you should take to facilitate both your move and the transition to the new owner of your unit.

1. Provide the attached letter from the Board to your listing agent (optional).
2. Provide the Corporate Secretary (1 Stony Ridge) with the name, address, and phone number(s) of the intended purchaser and the proposed date of possession or the closing date of the sale **as soon as possible but no later than 10 days before the closing date**. This will enable the Board to prepare for the arrival of the new owner(s).
3. When you have finalized your moving date, provide this information to the Chair or a member of the Gates Committee so that arrangements can be made to open the service gate when your moving van arrives.
4. If you elected to maintain a paper **Beaverdam Run Handbook**, it must remain in your unit for the new owner. This handbook contains the Declaration, Bylaws, the current Rules and Regulations, the current Long Range Plan, and other important documents.
5. In addition, provide the purchaser(s) with the following items (**openers and keys must be labeled**):
  - House keys (2) and mailbox keys (2)
  - Garage door openers (2) & outside keypad code (if any) with manuals
  - Entry Gate openers (2 – **one must be provided to the closing attorney**)
  - Keys to the Clubhouse/Log Cabin (2; same key **opens both** buildings)
  - Beaverdam Run telephone directory
  - Buyer Information Packet
6. Prior to the closing you are obligated to notify:
  - (a) The buyer(s), real estate agent and attorney that a **payment of two months of assessments will be due** and payable **at closing**.
  - (b) The buyer(s) of **all prior alterations** made to the exterior's limited common elements and any major interior changes made to the unit by you or previous owners.

Use the attached **Seller's Checklist** to help you remember and track items important for the new owner(s) and a successful closing.

If you have any questions concerning your responsibilities when selling your unit, please contact me or another member of the Board of Directors.

We will miss you at Beaverdam Run and wish you all the best.

BRCA Corporate Secretary