

Four Seasons at Westshore

Selling a Home

The following information should help a community owner sell their home on their own or with the assistance of a real estate professional, while following Four Seasons at Westshore rules and guidelines. Please note the following:

- *The community does not maintain any list of homes for sale or for rent.*
- *Address any question about a home being sold directly to the Seller/Owner or Real Estate Agent.*

GENERAL INFORMATION

Vehicle Gate Access for Real Estate Agents

Sellers in the community are instructed never to share their personal gate codes with anyone outside their household.

To enter the community, Real Estate Agents may

- Call the Seller/Owner from the gate kiosk to open the gate remotely.
- Follow another vehicle through a gate.
- Register with the Lodge front desk to receive a Real Estate Gate Code for future use.

Access to Lodge, Clubhouse, Pool and Any Other Locked Facility

Sellers/Owners must never hand over their key card to any Agent for access to the locked facilities out of the Owner's presence. For any other possible arrangement, contact staff at the Lodge Front Desk.

Signs: For Sale (same as For Rent (Lease))

Sellers/Owners must comply with approved standards for "For Sale" and "For Rent" signs. Sellers/Owners who are listing their lots with a Real Estate Agent are responsible for ensuring that the Agent complies with all rules.

1. Any sign for the purpose of selling or renting a residence must be of customary design and reasonable dimensions and may not exceed nine (9) square feet in size.
2. Only one "For Sale" or "For Rent" sign is permitted per lot.
3. The top of the sign shall not exceed five (5) feet above ground level.
4. Signs shall not be placed on Association property.

Parking

Real Estate Agents and visitors to a home for sale may park on the street during the time that business is being conducted at the Seller's/Owner's home. At the Lodge, vehicles must park in marked spaces.

COMMON AREA FACILITIES TOURS

A Real Estate Agent who wishes to show the Lodge or other community facilities to a potential buyer may do so during business hours.

1. Enter the community as described above in "Vehicle Gate Access for Real Estate Agents" above.
2. Park in a marked space in the Lodge lot.
3. For Lodge access, knock on the Lodge front door to gain the Attendant's attention.

4. In ALL CASES register at the front desk. Identify yourself to Front Desk Attendant by providing a business card, seller's name, and address of the home for sale.
5. Keep the touring group together and remain with them at all times. Check out with the Front Desk Attendant.
6. Visitors are not allowed to use or get on any equipment in the facilities.

HOLDING AN OPEN HOUSE

Signs

All Open House signs must comply with the following community rules.

1. Sellers/Owners (or their Real Estate Agents) advertising an Open House at their property address for the purpose of selling the home must use a sign that conforms as follows:
 - no larger than 18 inch x 30 inch, and
 - the words "Open House."
2. Only one (1) Open House directional sign per agent, per street corner, is allowed. Except for the preceding, no signs are permitted on Association property.
3. An Owner/Seller (or their Real Estate Agent) may display an Open House sign as described above on land owned by others ONLY with their consent.
4. Sellers/Owners (or their Real Estate Agents) are prohibited from using flags, banners, or balloons as part of Open House displays and signs.
5. The Association may remove and dispose of signs not complying with the Community Rules.

Gate Entry for Open House Visitors

Seller/Owner (or their Real Estate Agent) holding an Open House at their property address for the purpose of selling the home MUST NEVER post a gate code in ANY advertisement, flyer, or sign.

- Open House visitors should call the phone number on the open house sign for Seller/Agent to provide a gate code for entry. The gate code must NEVER be the Owner/Seller's gate code.
- Alternatively, they may follow another car into the community and proceed directly to the Open House.

PROPERTY SALE CLOSING

Escrow Documents

For accounting or escrow inquiries, contact Association Management Concepts at 1-916-565-8080.

New Owner/Renter Registration

It is critical that a new buyer or renter provide the HOA with their full contact information and information about the residents of the home and information about pets and vehicles. See the forms under "Buyers/Renters/Agents" or contact Management for the forms to complete, and take them to the Lodge during business hours.

Seller's Key Cards

All key cards in the Seller's/Owner's possession must be returned to Management upon transfer of ownership of a property or termination of a lease, per HOA rules.

- Note that new members and new renters will be issued key cards upon completion of the Homeowner's or Tenant's Information Sheet.
- See the forms under "Buyers/Renters/Agents" or contact Management for the forms to complete, and take them to the Lodge during business hours.

Vehicle Gate Remotes

Vehicle Gate Remotes may be retained to be given to the purchaser. However, for security, a new home buyer in Four Seasons at Westshore must visit the Lodge to get an updated code for accessing the gates using the kiosk and the remote unit. A new remote is \$55 but reprogramming an existing remote with an updated code is free.