



Cedar Pointe Village Eight Association, Inc

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CERTIFICATION THAT ALL IMPORTANT INFORMATION HAS BEEN READ AND UNDERSTOOD

**To be read and completed by all prospective owners/renters.
Must be signed and received by the Board prior to interview.**

This document is to verify I have received, read, and understand the rules and regulations for Cedar Pointe Village 8 Condo Association BLDG _____ UNIT _____. **This includes the Declaration of Condos, the Articles of Incorporation, and the By-Laws.**

The Association rules and regulations require the Board of Directors to approve the sale/rental of any condo, the prospective owners, and tenants who leases a unit at Village 8. Occupancy prior to written approval of the Association is prohibited and is grounds for the denial of the sale or lease. The procedures for approval of a Sale or Lease are listed below. All forms and documents are must be obtained from the Village 8 website - www.cpvillage8.com.

1. The current owner must obtain, complete, and return the "Owner's Intent to Sell/Lease" Form to the Office. **NO OPEN HOUSES ARE ALLOWED OUTSIDE OF CEDAR POINTE VILLAGE RESIDENTS!**
2. Prospective buyers/renters must complete and sign the "Request for Approval" Form. Incomplete forms are not acceptable and will not be processed until completed in full.
3. A copy of the lease or sales agreement and a processing check (**made payable to Cedar Pointe Village 8**) for \$100, which is non-refundable, is required. A color copy of a Drivers License or State Issued ID of all residents who will be occupying the residence must be provided. **IMPORTANT: A 20% down payment is required for all sales that are not in cash. No exceptions will be made.**
4. This document attests that the buyer(s)/renter(s) will adhere to the Associations governing documents. This document must be signed by all residents and received by the Board prior to the interview.
5. Each buyer/renter is responsible for reading the **Harmonious Community Living Booklet** dated April 22, 2019, so they understand the rules and regulations of the Village 8 Association.
6. The Parking Supplement document must be signed to attest that the buyer/renter understands and agrees to abide with the parking rules of the Village 8 Association.
7. The Interview Committee will review all documents provided and, if necessary, contact the owner for missing information. A background and reference check will be conducted.
8. The Interview Committee has preset interview dates on the 2nd and 4th Thursdays of each month at 10 a.m., but these dates can only be assigned once the process has been completed.

9. Buyers/Renters **MUST** appear in person to be interviewed. This includes everyone who will be residing in the unit.
10. The Board of Directors will not consider a “Request for Approval” for sale or rental complete until all the above requirements have been met. A Certificate of Approval will be issued **only** if the Board has reviewed and agrees with the recommendation from the Interview Committee. The process to approve or deny the recommendation could take up to 7-10 business days. **DO NOT** set the closing date for the day of the interview.
11. Following the closing, you must provide the Cedar Pointe Village 8 Office with a copy of the Warranty Deed to become a member of the Association.
12. The time frame for the processing of paperwork and scheduling the interview varies and will depend on the speed in which the owner(s), prospective owner(s), and/or renter(s) turn in all required completed paperwork.

I certify I have read, understood, agree, and will abide by the provisions of the governing documents (mentioned above) and all the purchasing/renting processing requirements at Cedar Pointe Village 8. I understand Cedar Pointe Village 8 is not an assisted living or senior care community. The Village 8 Condos are designed and intended to be occupied as a single-family private dwelling and for no other purpose.

I understand the rules prohibit dogs and other animals. Cedar Pointe Village 8 is a no-animal community. I have a copy of the Guidelines for Harmonious Community Living booklet, the Declaration, By-Laws and Articles and will abide by them. I have also read, understand, and agree to adhere to the parking supplement attached to this certification.

Failure to adhere to the governing documents will be considered a breach of the agreement to reside in Cedar Pointe Village 8. I agree all legal fees and expenses will be my responsibility if it is determined that I am in violation of the governing documents of Cedar Pointe Village 8.

Prospective Owner’s/Renter’s Name	Signature	Date

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