

Homeowner Sale Policy

Issued: April 3, 2023

Last Updated: New-April 2023

Contact: [Treasurer](#)

Declaration References: Section 14.2

Responsible Parties: [Homeowner/Management Company/Treasurer/Welcoming Committee](#)

POLICY STATEMENT

Section 14.2 of the Amended Declarations of July 2022 define owner obligations when contracting for the sale of their home. The relevant section of the Declarations can be found in the governing documents <https://www.chadwicksquare.org/governing-documents>.

It is the homeowner's responsibility to ensure the buyer of their home is fully informed about the Chadwick Square Park Association including assessments, governing documents, and information about the managing agent (As of 1/1/2023, Sentry Management:

Phone: 518-783-5000 ext. 54705 (Kathy Bunce)

Website: capitalsaratoga.sentrymgt.com

General Email: communitycare@sentrymgt.com

Sentry Customer Service Associate (Colleen): service-albany1@sentrymgt.com

RESPONSIBILITIES

Seller's Attorney

1. **Prior to closing**, contact the management company Accounts Receivable for account status and provide the buyer's name.
 - a. Current method: Please visit <https://sentry.welcomelink.com/resale/> to order closing documents by choosing the "register now" option on the left hand side. These documents include Resale/Refinance Certificates, Questionnaires, and Governing Documents. If you have questions regarding the request, please call 518-783-5000.

Management Company Accounts Receivable

2. Review the status of the seller's account for outstanding payment of dues/assessments and maintenance invoices, a list of unresolved violations and related unpaid fines.
3. Send a closing letter to the attorney summarizing the status of the account.
4. Request upcoming dues to make the transition easier for the new owner.
5. Sentry will communicate internally and email information to CSPA email box: chadwicksqbd@gmail.com
6. Homeowner packet will include: letter to the Seller (Letter #1 below) from CSPA Board
7. Homeowner packet will include: letter to the Prospective Buyer (Letter #2 below) from CSPA Board;

Seller's Attorney

8. Send outstanding payment and upcoming dues to management contractor.

New Homeowner or Buyer's Attorney

9. Send a copy of the deed with the new homeowner information to Sentry (service-albany1@sentrymgt.com).

Management Company Accounts Receivable

10. Update the account to append new owner's name.
11. Send a welcome letter to the new owner with a return envelope for the Owner Information page and payment options.
12. Send the CSPA Welcome Letter (Letter #3 below)

Each Month the Board of Directors receives an information packet that includes closings that have happened since the last report. That report and other closing or renter information that is available will be forwarded to the Welcoming Committee.

Welcoming Committee

13. Call to welcome new owner and arrange visit.
14. Send Welcoming letter and Deliver Welcoming Packet

Board President/Secretary (Or another Board member who was in attendance)

15. Should a new homeowner attend a board meeting, it is suggested that a note (email) be sent to welcome.

NOTES: The letters below will be maintained in the CSPA document repository and may be updated from time to time without an update to this policy. They are shared as a current view of a letter that will change based on timing and situation.

Chadwick Square Park Association (CSPA)

c/o Sentry Management, 3 Lear Jet Lane Suite 202S, Latham, NY 12110-2207
Office: 518/783-5000 t Fax: 518/785-1476 t E-Mail: communitycare@sentrymgt.com

Dear Homeowner,

We have been made aware that you may be selling or leasing your home in Chadwick Square and wanted to remind you of your legal obligations with regard to the sale or lease of that home as stipulated by the CSPA governing documents.

The beginning section from the Amended Bylaws is shown below for your reference. Section 14.2 of the Amended Declarations provides additional details. But to summarize:

- As an owner, you must notify the CSPA Treasurer (or Sentry) in writing of your plans to sell. You should include the closing date, your attorney's name and the name and contact information for the buyer or lessee (if known).
- Once that is received, within 15 days you will receive information that includes:
 - whether all assessments have been paid
 - if any payables still exist, the amount including interests and costs and a due date
 - whether there are any fines or other fees due
- It is also your responsibility to transfer the following Association documents to the buyer or advise the buyer where the documents can be located:
(<https://www.chadwicksquare.org/governing-documents>): (1) Certificate of Incorporation; (2) the Amended Declaration; (3) the Bylaws, and (4) written Board policies.

We wish you all the best in the future.

Most sincerely,

The Chadwick Square Board of Directors

Chadwicksqbd@gmail.com

<https://www.chadwicksquare.org>

THESE AMENDED BYLAWS ARE IMPORTANT TO MEMBERS AND RESIDENTS OF CHADWICK SQUARE. IT IS SUGGESTED THAT YOU CONSULT AN ATTORNEY OR FINANCIAL ADVISOR BEFORE SIGNING ANY CONTRACT INVOLVING THE SALE OR RESALE OF PROPERTY IN CHADWICK SQUARE. All purchasers of homes in the Chadwick Square development should be aware that if they resell their homes, those who purchase from them will automatically become Members of the Association, assuming all rights and obligations, and all of the seller's rights cease upon sale. At the time of purchase, purchasers will sign an acknowledgement that they are assuming all rights and obligations of said park association. Furthermore, the seller must provide a signed statement to the Association verifying the transfer of Association documents to the purchaser including: (1) Certificate of Incorporation; (2) the Amended and Restated Declaration of Covenants, Conditions and Restrictions; (3) the Amended Bylaws; and (4) written Board policies, before the Association will issue a certificate stating that all Association assessments have been paid.

Chadwick Square Park Association (CSPA)

c/o Sentry Management, 3 Lear Jet Lane Suite 202S, Latham, NY 12110-2207

Office: 518/783-5000 t Fax: 518/785-1476 t E-Mail: communitycare@sentrymgt.com

Dear Prospective Community Member,

The CSPA board members understand that you are set to close on your new home at Chadwick Square. Congratulations and welcome to the Chadwick Community. We hope that you will be moving into your home soon, but want you to be aware that if you plan to lease your home to a tenant, there are policies and regulations you should understand. Regardless, welcome and here is some information that we hope will help you become an active member of our Home Owners Association (HOA) and community.

By the time of your closing, you should have been provided with a copy of (or a link to) the Declarations, By-laws and the policies of the community. These documents explain the rules and regulations that govern our HOA. For your convenience this documentation is also available on our association website at <https://www.chadwicksquare.org/governing-documents>.

A resale certificate should have been ordered for your closing, explaining the steps that need to be taken in order to update the ownership of your property and to provide us with your contact information to including the following:

- Contact Phone Numbers
- Email Address
- Mailing Address

Once the closing paperwork has been received by our management agent, Sentry Management Inc., they will send you a letter with your account number and instructions on how to access their management portal. There you will be able to review your HOA account history, set up online payments, and access other information such as a directory of homeowners.

If at any time you need assistance our Sentry Management team is available to provide the support you need. They can be contacted Monday – Friday from 8:00 am to 4:30 pm by calling 518-783-5000 or by email at communitycare@sentrymgt.com.

As the board of directors for Chadwick, we strive to keep owners informed about what is going on within our community. We hold board meetings open to homeowners at the Bethlehem Library on a monthly basis. Notice of public meeting dates and times are available on-line at <https://www.chadwicksquare.org> and sent out to owners via email blasts to the community and it is our hope that you attend to learn more about your association.

We hope that you will find much happiness in your new home and will join us in working to keep Chadwick a comfortable, friendly and beautiful place to live.

Most sincerely,

The Chadwick Square Board of Directors

Chadwicksqbd@gmail.com

<https://www.chadwicksquare.org>

Chadwick Square Park Association (CSPA)

c/o Sentry Management, 3 Lear Jet Lane Suite 202S, Latham, NY 12110-2207

Office: 518/783-5000 t Fax: 518/785-1476 t E-Mail: communitycare@sentrymgt.com

Dear New Homeowner,

On behalf of the Chadwick Square Park Association (CSPA) Board of Directors and residents, we welcome you to our community and to our Homeowners Association (HOA). We hope that you will be moving into your home soon, but want to remind you that if you plan to lease your home to a tenant, there are policies and regulations you should understand. Regardless, welcome and here is some information that we hope will help you become an active member of our Home Owners Association (HOA) and community.

Soon after you move in, you will be contacted by our Welcoming Committee who will share important information with you and “give you the scoop” about living in our wonderful community.

In the meantime, we want to be sure you have important contact information. You can always feel free to reach out to Sentry Management, who will communicate with us if need be. We highly recommend you sign up in the Sentry Portal with your email address and other contact information so that you can stay informed. Reach out to Sentry directly if you haven’t yet received sign up information.

Sentry Management

Phone: 518-783-5000 ext 54705 (Kathy Bunce)

Website: capitalsaratoga.sentrymgt.com

General Email: communitycare@sentrymgt.com

Sentry Customer Service Associate (Colleen): service-albany1@sentrymgt.com

The CSPA Contact Information follows. Look for useful information and forms on our website.

Chadwick Website: <https://www.chadwicksquare.org>

Governing Documents: <https://www.chadwicksquare.org/governing-documents>).

Board email: Chadwicksqbd@gmail.com

Chadwick Square Operations -- Overview

CSPA is governed by a board of volunteer directors who strive to keep our community vibrant, friendly and valued. We hope you will participate in our board meetings and events and take an active role in our community. You will see information on the Board on the Website and in a welcoming packet you should receive soon after you move in.

Sincerely,

CSPA Board of Directors and Chadwick Residents

Chadwicksqbd@gmail.com

Chadwicksquare.org