

XYZ Condo Quick Reference Guide

Community Association Manager:

Kappes Miller - Brett Shockey

Phone: 503.699.5427 ext. 3027

Email: bshockey@kappesmiller.com

Fax: 503.699.0913

Homeowner Account Inquiries:

Kappes Miller's Accounts Receivable Department

Phone: 503.699.5427 ext. 3018

Fax: 503.699.0913

Disclosure Information (Refinancing, Buyer's Packet, etc.)

Kappes Miller's Disclosure Department

Phone: 503.227.2867

Fax: 503.227.2932

Board Contact:

Please contact the Board via the Community Association Manager

Email: xyzcondoboardofdirectors@kmcondo.com

Retrieval of XYZ Condo documents such as: CC&Rs, minutes, resident update forms, and *other* useful documents can be downloaded for free at:

www.kmcondo.com.

Planning to move? Please go to www.kmcondo.com and download the resident move form. Please have your move form delivered to Kappes Miller 10 days prior to your move date to ensure adequate response to your request.

* Please note that failure to comply with the Association's move procedures carries a **\$500** fine plus any subsequent damage to common area.

Planning to redecorate or more? Not sure what requires Board approval and not? Please go to www.kmcondo.com and download the Architectural review form and submit to Kappes Miller.

Selling? Did you know that disclosure of your unit and building issues to a potential buyer is the *sole* responsibility of the seller in the state of Oregon? Disclosure information you need for your potential buyer can be downloaded for free at www.kmcondo.com.

Kappes Miller can provide this information to your buyers upon request. The Buyer's Packet is \$100 (delivery of 5-10 business days), and a \$100 expedite fee (delivery of 72 business hours) due upon receipt.