

1. **Purpose** - To establish the procedure for requesting provision of GMFHOA Disclosure/Resale Packets from the GMFHOA.
2. **Scope** - This procedure applies to requests submitted by property owners, or their agents in their behalf, in connection with resale of property. This procedure complies with all State, County, and GMFHOA requirements.
3. **Definitions** - Unless otherwise defined, the words, terms and phrases used herein shall have the same meanings as defined in the GMFHOA Declaration of Covenants, Conditions and Restrictions.
4. **Applicable References**
  - 4.1. GMFHOA Website, [www.gmfhoa.org](http://www.gmfhoa.org)
  - 4.2. GMFHOA By-Laws
  - 4.3. GMFHOA Declaration of Covenants, Conditions and Restrictions.
  - 4.4. Virginia Code §55-509.4
  - 4.5. Virginia Code §55-509.5
  - 4.6. Virginia Code §55-509.7
  - 4.7. Virginia Code §55-509.10
5. **Responsibilities**
  - 5.1. Owners selling property, or the seller's authorized agent, must obtain a current and complete Disclosure/Resale Packet from the GMFHOA.
  - 5.2 GMFHOA must provide current and complete Disclosure/Resale Packets when requested and compensated.
6. **Procedures**
  - 6.1. All requests for Disclosure/Resale Packets must be made in writing on the applicable GMFHOA Request Form. The request form can all be obtained on the GMFHOA website, [gmfhoa.org](http://gmfhoa.org).

- 6.2. Seller complete the request form and deliver by postal mail, hand delivery or email to GMFHOA President ([President@GMFHOA.org](mailto:President@GMFHOA.org)) or Vice President ([VicePresident@GMFHOA.org](mailto:VicePresident@GMFHOA.org)).
- 6.3. Seller will be notified via phone or email when the Disclosure/Resale Packet is completed and ready for pick up. At this time the seller must provide the President or Vice President with a check for \$100.00 (\$125.00 if requesting expedited mail) made payable to GMFHOA.
- 6.4. These packets are legal documents and will not be sent by regular postal mail. GMFHOA can send the Disclosure/Resale Packet via expedited mail (e.g., FedEx, UPS, Certified U.S. Mail) to a street address (not postal box) for an additional \$25.00. The packets can be provided only in paper copy or on compact disk (CD) as electronic copy.
- 6.5 Pursuant to the Virginia Property Owner's Act (POA), GMFHOA has fourteen (14) days after receiving the written request and payment to provide the Disclosure/Resale Packet.
  - 6.5.1 Packet must include all items required by Virginia Code 55-509.5.
  - 6.5.2 The Disclosure/Resale Packet includes a certification of compliance with the GMFHOA Declaration of Covenants, Condition and Restrictions. Therefore, an external inspection by the Architectural Control Committee (ACC) of the property must be done in the preparation of the Disclosure/Resale Packet.
- 7. Administration – President / Vice President** Receive and review requests and payments from owners, and follow these procedures.
- 8. Administration – Treasurer** Assist in determining whether current assessment has been paid. Deposit payment check(s) in the GMFHOA bank account.
- 9. Administration – Secretary** Report the number and status of known packet requests at each Board meeting.
- 10. Administration - GMFHOA Board** Follow this procedure. The Board may revise this procedure whenever necessary, and particularly when necessitated by legislative changes to the Virginia Code that take effect on July 1st. Pending legislative changes should be studied in May so that any required revision(s) to this procedure can be drafted and approved by July 1st. This procedure is established in accordance with the GMFHOA By-Laws, Article VII, Section 1.f.