

## MEMORANDUM

**TO:** BUYER/SELLER, BLOOMFIELD CLUB II HOMEOWNERS ASSOCIATION  
**FROM:** EPI MANAGEMENT COMPANY, LLC  
**SUBJECT:** UNIT SALES

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Per your request, enclosed please find a Sales Packet for the above captioned property, which includes a copy of the current Rules & Regulations. Note all items must be completed and returned to this office with a copy of the sales contract. You may fax these items to EPI Management Company, LLC at the number listed below. All documents must be properly completed and all payments received 48 hours in advance of the requested date indicated -

\_\_\_\_\_  
(Requested Date)

Any payments (checks and/or online payments) that the Seller wishes to have be reflected in the balance on the paid assessment letter, **MUST BE RECEIVED** in the EPI office **five (5) days** prior to the closing.

Also required is a non-refundable \$175.00 check payable to EPI Management Company, LLC for processing. If the correctly completed sales packet is not received **48 hours in advance of the closing**, an additional \$50.00 (check to be made payable to EPI Management Company, LLC) will be required **prior** to the issuance of the assessment letter. Should you, your agent or your attorney request a revised Paid Assessment Letter, there is an additional charge of \$75.00 per revised letter. (Check to be made payable to EPI Management Company, LLC). Revised letters will be issued within 48 hours of receipt of a written request for revision.

**Note that an inspection of the Unit has not been conducted for Rule Violations. Such an inspection is available to the Seller/Purchaser at a fee of \$75.00 after which the Association will issue a status letter as to whether or not any rule violations exist as of the date of the inspection. The Purchaser acknowledges that there may be rule violations that have not been cited in the Assessment Letter.** Please contact Monica in the Administrative Department at 708-396-1800 Extension 228 if you wish such an inspection to be conducted (note that this inspection must be scheduled 7 working days in advance of the closing).

Purchaser is required to submit a current certificate of insurance relative to property damage and fire loss for the captioned unit. The Association **does not** provide property damage insurance for the unit; therefore, the purchaser must obtain and keep in full force Homeowner's Insurance coverage. Condominium Insurance does not provide the proper coverage for the unit and will not be accepted.

Once these items are received at EPI Management Company, LLC, the closing letter will be issued within seven (7) working days. Please indicate where you wish the assessment letter/waiver to be mailed. **A recorded deed must be received by Management within 15 days of closing in order for the ownership to be changed.**

EPI Management Company, LLC, as agent for your Association, has the capability for a direct payment system whereby your monthly assessment can be deducted automatically from your bank account. Should you be interested in ACH automatic withdrawals, please contact the management office.

If you should have any questions regarding this matter, please do not hesitate to contact Monica in Administrative Department at (708) 396-1800 ext. 228. The sales department is available from 9:30 a.m. – 1:30 p.m. Monday – Friday.

EPI Management Company, LLC  
14032 South Kostner Avenue, Suite M  
Crestwood, IL 60418  
(708) 396-1800 ext. 228 (8:30 AM to 12:30 PM Monday through Friday)  
Fax: (708) 396-9831

**BLOOMFIELD CLUB II HOMEOWNERS ASSOCIATION  
RECEIPT OF RULES/DECLARATION**

\_\_\_\_\_  
BUYER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
UNIT ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

DATE OF CLOSING: \_\_\_\_\_

I/We, \_\_\_\_\_ acknowledge that I/we have received a copy of the Bloomfield Club II Homeowners Association Rules and Regulations and Declaration, and that I/we have read and understood these documents. I/We also acknowledge that the monthly assessment is due on or before the 1st day of each month and that a \$40 late fee will be charged for any assessment payment received after the 20<sup>th</sup> day of the month for which the payment was due. I/We agree to review the "Assessment Letter" which is issued to the Seller at closing which states the amount of the monthly assessment. As of February 6, 2008, all units must be owner/family occupied; no leasing of units is allowed. I/We acknowledge that any damage that currently exists to the garage door for this unit will be my/our responsibility to repair and not the Association's. I/We will be responsible for any existing damage to the concrete driveway for this unit due to oil or other chemical spills. I/We also acknowledge that I/We will be responsible for any repair costs that may be required by the Association for any cables, wires, and satellite dish(s) installations. Purchaser should inspect these areas prior to any closing of the sale on the Unit.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUYER'S SIGNATURE\*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUYER'S SIGNATURE\*

**\*Signature must be notarized**

County of \_\_\_\_\_

**Subscribed and sworn to before me**

\_\_\_\_\_  
Notary Public

EXHIBIT "A"

**BLOOMFIELD CLUB II HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL IMPROVEMENT APPLICATION FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT NO. \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NATURE OF IMPROVEMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COLOR \_\_\_\_\_ STYLE \_\_\_\_\_

LOCATION \_\_\_\_\_ DIMENSIONS \_\_\_\_\_

CONSTRUCTION MATERIALS \_\_\_\_\_

\_\_\_\_\_

SUPPLIER \_\_\_\_\_ APPROX.COST \_\_\_\_\_

PLANS AND SPECIFICATIONS OF ALL IMPROVEMENTS MUST BE SUBMITTED AND ATTACHED TO THE APPLICATION TO SHOW LOCATION AND DIMENSIONS.

We, the undersigned, do hereby acknowledge that we understand the rules concerning the proposed improvement. We agree to abide by the rules set forth by the Board of Directors and will be solely liable for upkeep maintenance on this improvement.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

(Homeowners)

FOR OFFICE USE ONLY:

APPROVED BY \_\_\_\_\_ DATE APPLICATION REC'D. \_\_\_\_\_

INSPECTED BY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

INSPECTED ON \_\_\_\_\_

DISAPPROVED BY \_\_\_\_\_

REASONS FOR DISAPPROVAL \_\_\_\_\_

\_\_\_\_\_

*Return to:*

***EPI Management Company, LLC***

*14032 South Kostner Avenue, Suite M • Crestwood, IL 60418 • (708) 396-1800 • Fax (708) 396-9831*

*E-Mail: epi@epimanagement.com*

**BLOOMFIELD CLUB II  
CENSUS CARD -- 2017**

	Owner Information	If rented, provide tenant information
Name		
Address		
Unit Number		
City, State, Zip		
Home Phone		
Cell Phone		
E-Mail Address		

Homeowner/Renter Insurance Co: \_\_\_\_\_ Policy # \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

List all occupants and their ages.

	Full Legal Name	Age
1.		
2.		
3.		
4.		

PETS? Yes  No  Description and weight: \_\_\_\_\_

List all vehicles.

	Make	Color	Year	License #	Parking Space #
1.					
2.					
3.					
4.					

Contacts in case of emergency (preferably someone with a key):

Name 1: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

Name 2: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby acknowledge all information on this card is valid and authorize all Association notifications to be sent to my email address noted on this card, rather than by hard copy. I consider all such communication to be adequate notice of Association issues. If there are any changes in the future, I will agree to notify the Association.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

EPI Management Company, LLC  
14032 South Kostner Avenue, Suite M  
Crestwood, Illinois 60418  
FAX: (708) 396-9831  
E-Mail: epi@epimanagement.com

## User Registration and Initial Login

The first step for a user to gain access to the portal is registering. To register they need to click on the "Register Now" link on the portal's login page.

The user will be asked to enter their e-mail address, name,

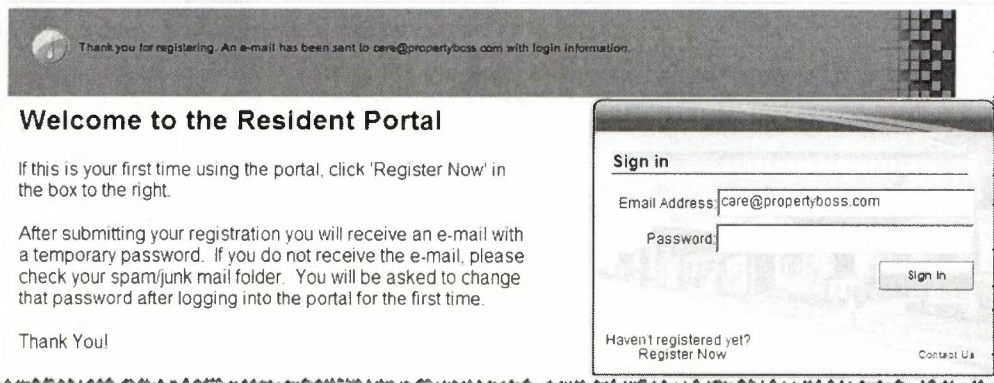
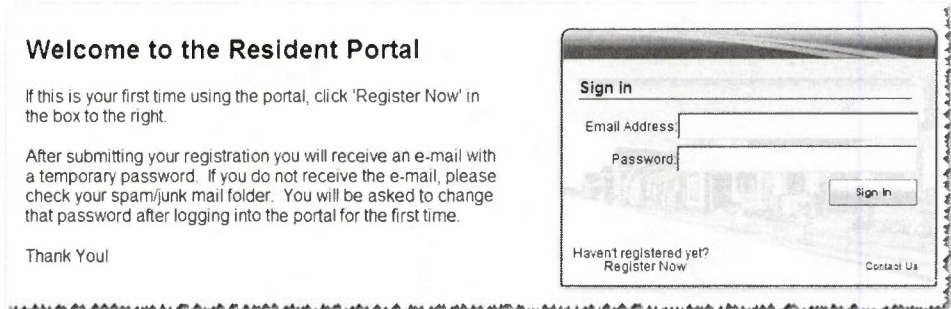
phone number. There's also a field to enter the Property/Unit if the user is a resident. If the user is an owner the field will be for the company name. They can enter their name, if they're an individual and not a company. Vendors will enter their company name.

Field Label according to portal:

- Resident/Member - Property/Unit
- Owner – Company Name
- Vendor – Vendor Name

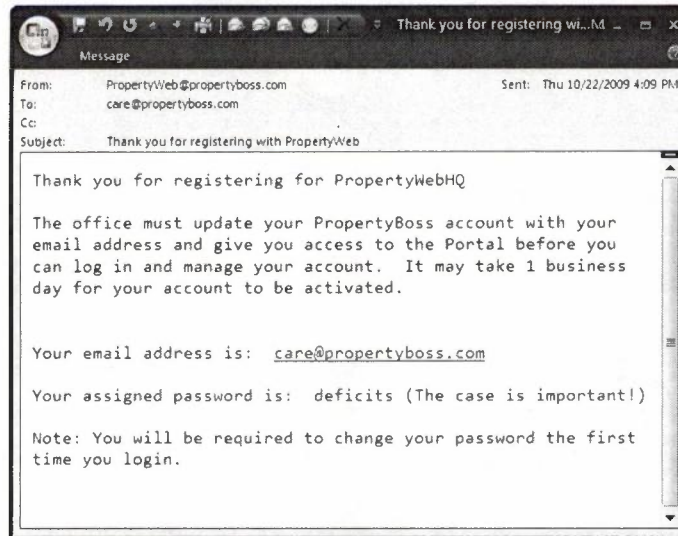
Once they fill in the required fields and hit submit, they will get the following message.

"Thank you for registering. An e-mail has been sent to user@emailaddress.com with login information"



## Portal User Registration

The user will receive an e-mail like the one shown below with their temporary password after registration.



If their e-mail address is already in PropertyBoss they will be able to login immediately. They will be required to change their password.

Hovering over the "?" icon displays the list of acceptable Special Characters as shown below. The reason for the password requirements is added security. As you create the password and it meets each requirement the circle turns green.

