

Title Company: \_\_\_\_\_ Escrow Officer: \_\_\_\_\_

Escrow/File #: \_\_\_\_\_ Fax # or email: \_\_\_\_\_

Property address: \_\_\_\_\_, Lake Oswego, OR 97035

Property Owner of Record: \_\_\_\_\_ MPHOA account #: \_\_\_\_\_

Mountain Park Home Owners Association or its agent advises that as of the date signed below:

- 1. Association’s assessment dues for 2018 are \$ \_\_\_\_\_ semi-annually and assessed twice per year, once in January for January 1 - June 30, and again in July for July 1 - December 31.
- 2. The current property owner of record is paying their dues on the following basis:
  - Semi-annually: Dues are paid through \_\_\_\_\_ and the next payment is due \_\_\_\_\_ and considered past due after \_\_\_\_\_. **All new property owners are initially set up to pay semi-annually.**
  - Monthly via automatic withdraw: Monthly portion of dues is \$ \_\_\_\_\_ and withdrawn on the 3<sup>rd</sup> of each month. Dues have been paid through \_\_\_\_\_ as of the signed date below. **PLEASE NOTE: All unpaid assessment charges through the end of the current semi-annual period are due at closing.** Transfer documentation, transfer fee, and any outstanding assessment charges must be received by the 1<sup>st</sup> of the month in our office to cancel the current property owner’s automatic withdrawal for the month of \_\_\_\_\_.
  - This account is in collections with our attorneys, Vial Fotheringham LLP, 503-684-4111. Outstanding or delinquent dues and fees information may be obtained from them directly.
- 3. Interest of 7% per annum is charged if a payment is not received within 30 days of the date of the bill.
- 4. A \$50 late fee will be added to any balance outstanding after the due date.
- 5. There is none of the following:
  - a. Blanket hazard insurance
  - b. Hazard insurance on unit
  - c. Special assessments at this time
  - d. Buyer contribution to working capital
  - e. Move-In/Move-Out fees
- 6. Pending assessments are not expected although assessments may increase up to 5% per year.

**THE FOLLOWING MUST BE RECEIVED IN ORDER TO TRANSFER TITLE:**

- 7. **Transfer fee of \$200. We cannot transfer title if this fee is not received.**
- 8. **Additional requirements for transfer of membership:**  
Upon closing, please mail payment along with copy of deed that includes legal lot description and signature page.

Copies of Mountain Park Home Owners Association’s documentation regarding Bylaws, Meeting Minutes, Budgets, etc. may be found on our website: mtparkhoa.com. Click on REALTOR, RESOURCES, DOCUMENTS, etc., and then FINANCIAL DOCUMENTS.

**At close of escrow, please notify us of the name(s) of the new property owner(s), the date of transfer, provide any outstanding assessment charges, the \$200 transfer fee as noted in #7 above, and a copy of the signed deed as noted in #8 above.**

Checks should be made payable to: Mountain Park HOA  
2 Mt. Jefferson Terrace  
Lake Oswego, OR 97035

Additional comments: \_\_\_\_\_

\_\_\_\_\_

Information provided by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Email: \_\_\_\_\_@mtparkhoa.com

Phone 503-635-3561 Fax 503-635-0971