

TWIN GATES INFORMATION FOR REALTORS

We understand that there are a lot of moving parts to a closing for you to have to coordinate as the realtor. We wanted to make your job easier and get the buyer and seller off on the right foot. Below is vital information that will help ensure that !

1. Our Website ...The Main Mode of Communication

Our website is www.mytwingates.org where on the public home page we have designed a section exclusively for sellers and realtors. Here you will find our :

- **Certificate of Insurance** (the lender will need)
- This is where you go to make a **Request for an Affidavit** that the seller's dues are current (the title company and lender will need this). **Please note:** you must make the request from the website as we cannot entertain requests for this document via direct email contact. When you make this request online, there is a very short form required to be filled out containing all buyer contact information (names, phone numbers, emails etc). This is so that we may begin the process of adding them to our Hoa directory and begin to send them their Login information just prior to the closing. If you need us to use your specific Affidavit, you can upload it when you fill out the form. Please allow adequate time for us to get this Affidavit notarized for you.
- **Bylaws, Covenants, Rules/Regulations and Amendments** are all on the public home page and can be printed or saved from here. The public, including the buyer, has 24-7 access to these documents.

- **NOTE:** The Hoa Financials (i.e. most recent Treasurer's Report) is not made public and is not found on the public homepage of our website. If a buyer would like this, a realtor will need to request this by emailing twingates1@gmail.com .

2. THINGS TO KNOW REGARDING SALE NEGOTIATIONS

- **What items the Hoa will fix:** The Hoa is generally responsible for the exterior of the unit (with the exception of doors and windows, including garage doors. Those are the unit owner's responsibility). However, this does not necessarily mean that all potential buyer requests will be entertained by the Hoa. Buyer requests for certain repairs or remedies will be on a case by case basis. A realtor may email the Board at twingates1@gmail.com to inquire if the

Board would consider any specific buyer-requested remedy. We will make reasonable attempts to accommodate if it is within the Boards goals and scope for repairs or remedies.

- **Timeframe for repairs:** Enough time must be allowed prior to the closing for any repairs needed or conceded to by the Board to be completed. We may have to coordinate with contractor schedules and requests must be made to the Board in a reasonable enough timeframe to complete them.
- **Radon Mitigation:** The Hoa will not pay for or mitigate radon levels in a unit that are higher than professionally established recommendations. This will be left to the buyer and seller to negotiate among themselves.
- **Grounding of the gas line:** Though home inspectors will state that it is now code to have this done, the City of Ankeny has verified with the Hoa that we are grandfathered in regarding this code. That means our Association is not expected to have to ground any gas lines to bring them up to current code. This code was passed after our construction was complete and the Association was turned over to the members. As a result, this would be left between buyer and seller to negotiate who will take care of this cost if it is desired to be mitigated.

3. What Twin Gates would ask of you

To help ensure a smooth transaction for all involved, we ask the following:

- **If you represent the Seller**, we have already given information to them regarding what they need to know in selling their unit. Please remind them that it's important to read it.
- **If you represent the Seller**, encourage them to contact the Treasurer immediately to ensure all dues are current so that this does not hold up getting a notarized Affidavit of Dues Current to you.
- **If you represent the Buyer**, please make sure to give them the packet of information entitled **BUYING A HOME WITHIN TWIN GATES TOWNHOMES**. This packet will have all of the pertinent information your buyer needs to know and will save you a lot of time.
- **If you represent the Buyer**, please direct them to our website (www.mytwingates.org). Even without a Login, they can access a FAQ's page that can help answer many questions. They can also review the governing documents prior to closing and become acquainted with expectations within Twin Gates.

- **Important Note:** Many times in correspondence, our Association gets confused with the single family dwellings and multi-family-two dwellings across the street on SW Twin Gates Drive. That section of homes is called Twin Gates. We are officially Twin Gates Townhome Owners Association. Of course, this is a mouthful and many times it simply gets shortened to Twin Gates Townhomes or even Twin Gates which, in turn, can cause confusion.

4. How can I contact you?

With the exception of the above-mentioned items that can be obtained or must be requested from the website, you may contact us at our email address of twingates1@gmail.com. There is no official Hoa contact phone number. Our mailing address is **Twin Gates Townhome Owners Association P.O. Box 936, Ankeny, IA 50023**

It is our hope that this informational packet will help provide you what you need ahead of time to make everyone's coordination less stressful.

Sincerely,

The Board of Twin Gates Townhome Owners Association

TWIN GATES
Townhomes