

# Closing Checklist

## CDS-A01546

**November 27, 2023**

TO: shannon@ajbillig.com

RE: Important Information

Attached, please find the Standard Resale Disclosure Package (20 Days) you recently requested from American Community Management, Inc which was supplied on behalf of the Association. It is important that you review these documents carefully and follow all instructions.

To ensure a smooth and quick transfer of ownership, please review the items listed below carefully:

1. **TITLE COMPANIES:** There is a transfer fee of \$175.
2. Please mail the transfer fee and a copy of the HUD-1 or Alta Paperwork as directed in resale demand.
3. **BUYER:** A copy of the resale certificate that was purchased for this home must be provided to the buyer for their use as a new homeowner.
4. **NEW HOMEOWNER:** You will receive a welcome letter with instructions on how to make your assessment payment usually within 45 days of settlement. If you do not receive a welcome letter please call 410-997-7767.

**Return to:**

Accounting Department

PO Box 488

Linthicum Heights, MD 21090-2288

I acknowledge that I've read the instructions and included all applicable documents.

Thank you in advance for your cooperation!

Accounting Department

# Disclosure for Maryland Resale CDS-A01546

Fountain Glen Homeowners Association Inc.  
This disclosure has been prepared on 11/27/23  
on behalf of Independent Living Solutions, LLC; owner(s) of  
1407 Fountain Glen Drive , Bel Air, MD 21015  
Purchaser is AUCTION - TBD.

This disclosure statement is provided pursuant to **Section 11B-106(B)** of the Maryland Homeowners Association Act. Upon written request by the purchaser, the seller is to provide the statement to the purchaser. The association is not required to deliver this packet to the purchaser.

This Certificate is valid for 30 days from the date of issuance.

Any owner, either as seller or purchaser, should carefully review this Certificate of HOA Resale and all attached documents. Please consult with your real estate agent or attorney pertaining to any specific questions or concerns.

This disclosure is intended strictly for the use of real estate and lending professional. This information, while deemed to come from reliable sources, is not guaranteed.

Prospective buyers of real estate should seek appropriate and complete disclosures from the seller of the subject property.

The responses herein are made in good faith and to the best of my ability and systems as to their accuracy.

1. Subject lot is located within Fountain Glen Homeowners Association Inc..

2. The current fees or assessments imposed by the Homeowners Association are:

Monthly Assessment-Single Family: \$23.00 due Monthly on the 1st day of the payment period.

Late Fee: \$15.00 will be attached to any assessment received 16 day(s) after due date

Current Balance: \$0.00

Transfer Fee: \$175.00 due Pay at Close from the Purchaser to American Community Management, Inc

Is there a special assessment for this association?

**None noted at this time.**

Are any of the fees, assessments or other charges against the lot delinquent, or is a credit due?

**No delinquent fees.**

3. American Community Management, Inc is the managing agent and is authorized by the Homeowners Association to provide members of the public information regarding the Homeowners Association and the development.

# Disclosure for Maryland Resale

# CDS-A01546

Managing Agent: American Community Management, Inc  
Address: PO Box 488  
City, State, Zip: Linthicum Heights, MD 21090-2288  
Telephone: (800) 310-6552  
Fax: (443) 883-3745

4(i). A statement as to whether the owner has actual knowledge of the existence of any unsatisfied judgments or pending lawsuits against the Homeowners Association:

**There is no pending litigation for which the Association is named a party.**

4(ii). A statement as to whether the owner has actual knowledge of any pending claims, covenant violations, actions or notices of default against the lot:

1. Trim all bushes and trees in front and side of house.
2. Trim large trees overhanging on other side of house in the back in common area back and away from fence.
3. Replace front door and surroundings.
4. Repaint shutters.
5. Replace front and rear light fixtures.
6. Paint all wood fascia above all windows and paint wooden trim around front door.
7. Pressure wash entire home exterior.
8. Replace both garage doors and paint all white trim above and on sides of doors.
9. Repair and or replace all bricks. Clean up front and sides of house. Fill in sod where bricks are removed.
10. Remove dishes off rear roof.
11. Remove steps in rear and replace with steps that are built to code.
12. Replace rear left sliding doors.
13. Replace right sliding door screen.
14. Hide and repair coax cable in rear of house.
15. Replace all concrete on the entire driveway.

**Please remember that when replacing doors, windows, decks, fences, driveways, landscaping, etc. you must obtain appropriate county permits and apply for approval from the HOA before making any exterior changes.**

5. Include a copy of the bylaws, rules, regulations, articles of incorporation, declaration, and all recorded covenants and restrictions.

**Please see attached documents.**

6. A description of any recreational or other facilities which are to be used by the unit owners or maintained by them or the council of unit owners, and a statement as to whether or not they are to be a part of the common elements:

**None**

# Disclosure for Maryland Resale CDS-A01546

7. A statement generally describing any insurance policies provided for the benefit of unit owners, a notice that copies of the policy are available for inspection, stating the location at which the copies are available, and a notice that the terms of the policy prevail over the description:

The council of unit owners maintains property and liability coverage for all common property. Unit owners should obtain individual coverage for their personal property and liability. Copies of the condominium's policies are available for inspection as follows:

Insurance Carrier:	See attached COI
Insurance Agency:	See attached COI
Phone Number:	See attached COI
Fax Number:	See attached COI

**Title 11-114 of the Annotated Code of Maryland provides that condominium master property insurance policies must cover both common elements and units, exclusive of improvements or betterments installed in the units by the unit owners other than the developer.**

**Additionally, up to \$10,000.00 of the master policy's deductible will be the responsibility of the unit owner when the cause of damage or destruction originates from the owner's unit, notwithstanding inconsistent provisions in the council of unit owners bylaws.**

**The Council of Unit Owners has caused this Certificate to be prepared in compliance with MD, Real Prop. Code Ann. Section 11-135. To the best of the knowledge, information, and belief of the Board of Directors of the association, and its agents engaged in the preparation of this Resale Certificate, the statements contained in this Certificate are accurate and complete as of the date of issuance.**

**The terms of the policies prevail over the above description.**

This disclosure packet was prepared by American Community Management, Inc on 11/27/23.  
This Certificate is valid for 30 days from the date of issuance.

Common expense assessments will continue to accrue in the stated amount, subject to the adoption of any budget changes, and will be due and payable by the selling unit owner until the selling unit has been conveyed. Assessments which become due and payable after the date of this Certificate and prior to the conveyance of the selling unit, and which remain unpaid by the selling unit owner, may constitute a lien against the selling unit. If unpaid, this accrual must be added to the unpaid amount, if any, stated above, as of the date of conveyance of the selling unit.

**1407 Fountain Glen Drive: Resale complete on 11/13/2023**

Trim all bushes, trees in front and side of house.







Trim large trees overgrown on other side of house in the back in common area:









Replace front door and surroundings:



Paint Shudders:



Replace front and rear light fixtures





Paint all wood fascia above all windows and Paint wooden trim around front door:



Pressure wash outside of the whole house:









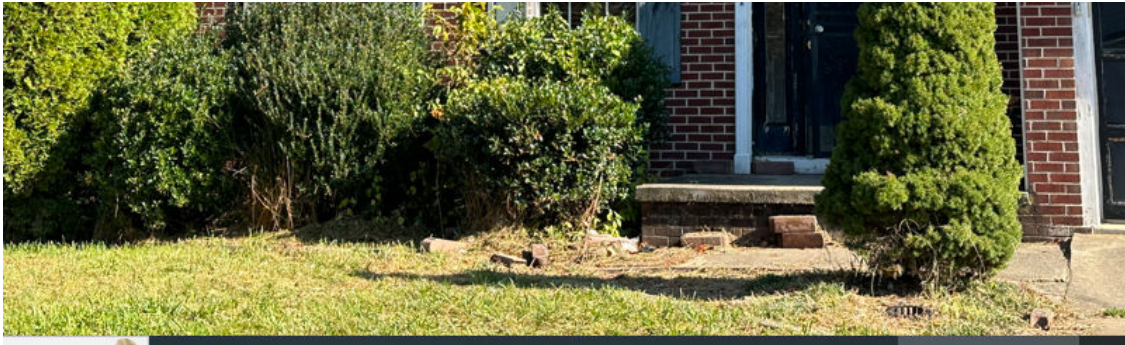
Replace both garage doors and paint all white trim above and on sides of doors:



Landscape: Repair and or replace all bricks. Clean up front and sides of house:







Remove rear dishes off roof:



Install new steps in rear of house outside of the sliding door:



Replace rear left sliding doors and light fixture:





Replace right sliding door screen and light fixture:



Hide and repair coax cable in rear of house:



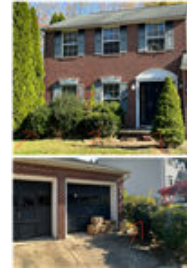
Replace all concrete on the entire driveway:



## *Fountain Glen Homeowners Association Inc.*

November 16, 2023

Independent Living Solutions, LLC  
c/o James Sapia  
15211 Intracoastal Ct  
Fort Myers, FL 33908



11/16/2023 11:56 AM

**Re: 1407 Fountain Glen Drive Bel Air, MD 21015**

Dear Independent Living Solutions, LLC,

The Fountain Glen Homeowners Association Inc. Restrictive Covenants were created to protect and enhance the aesthetics and value of all homes in the Fountain Glen Homeowners Association Inc.. The Association shares your commitment, as a homeowner, to uphold the Covenants and preserve the value of the community. During a recent inspection of the property, the following violation(s) have been noted:

Title	Resale Inspection -- Maintenance Needed
Reference	In accordance with the Fountain Glen HOA Declaration.
Description	<ol style="list-style-type: none"><li><b>1. Trim all bushes and trees in front and side of house.</b></li><li><b>2. Trim large trees overhanging on other side of house in the back in common area back and away from fence.</b></li><li><b>3. Replace front door and surroundings.</b></li><li><b>4. Repaint shutters.</b></li><li><b>5. Replace front and rear light fixtures.</b></li><li><b>6. Paint all wood fascia above all windows and paint wooden trim around front door.</b></li><li><b>7. Pressure wash entire home exterior.</b></li><li><b>8. Replace both garage doors and paint all white trim above and on sides of doors.</b></li><li><b>9. Repair and or replace all bricks. Clean up front and sides of house. Fill in sod where bricks are removed.</b></li><li><b>10. Remove dishes off rear roof.</b></li><li><b>11. Remove steps in rear and replace with steps that are built to code.</b></li><li><b>12. Replace rear left sliding doors.</b></li><li><b>13. Replace right sliding door screen.</b></li><li><b>14. Hide and repair coax cable in rear of house.</b></li><li><b>15. Replace all concrete on the entire driveway.</b></li></ol> <p><b>Please remember that when replacing doors, windows, decks, fences, driveways, landscaping, etc. you must obtain appropriate county permits and apply for approval from the HOA before making any exterior changes.</b></p>

Please ensure that this matter is fully resolved by **December 16, 2023**. If you have addressed this matter already, we thank you for your compliance. Once this issue has been corrected, please complete and return the Property Compliance Form by logging into your portal page, [www.acmhome.com](http://www.acmhome.com) and submitting a resident request.

American Community Management, Inc \* PO Box 488 Linthicum Heights, MD 21090  
(410)-997-7767 \* Fax (410) 997-8876 \* Baltimore (410) 995-1326 \* Washington (301) 596-0307 \* Toll Free 800-463-1086  
website: [www.acmhome.com](http://www.acmhome.com)



*Fountain Glen Homeowners Association Inc.*

Thank you for your prompt attention to this notice. Should you have any questions or concerns, please reach out to us by submitting a Resident Request.

Sincerely,

At the Direction of the Board of Directors  
for the Fountain Glen Homeowners Association Inc.

*Fountain Glen Homeowners Association Inc.*

**PROPERTY COMPLIANCE FORM** - Fountain Glen Homeowners Association Inc.

I have complied with this notice as of \_\_\_\_\_ (date), by (method of remedy) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address

OR

I request an extension of the time allotted for compliance until \_\_\_\_\_.  
Date

To submit this form, please log into [www.acmhome.com](http://www.acmhome.com). If this is your first time logging in, you will need to click on "Click here to Obtain your Initial Log-In" and fill out the form.

Once you are logged in, click on View and add Resident Request (located on the home page under Account Info). **Please provide a photo showing the completed violation. Omitting this step will result in the violation remaining open.** You can also use the Resident Request feature to ask a question or report a problem or concern.



Welcome New Homeowner!

Congratulations on the purchase of your new home! American Community Management, Inc. would like to take this opportunity to introduce ourselves as the managing agent for your community association. As the managing agent, we have the responsibility of assisting the board of directors with the execution of processes for your association.

We are committed to providing the highest level of service in the property management industry. As our company has grown, we have been diligent in hiring quality professionals and providing them with continuing education opportunities by making available to them courses in property management, insurance, legal, collections, maintenance, reserve studies and much, much more. All in an effort to ensure that our clients receive the highest level of service.

In order to assist us in the efficient management of your Association, it is important that we have an accurate record of ownership for each property. Please be sure a copy of the settlement documents have been sent to our office after closing.

You will receive a welcome letter with additional information once we have received your settlement sheet. Please note, this can take up to 45 days to receive after settlement.

Communication is an important key in building a successful relationship. We are very interested in your comments and have made communicating with us easy by giving you several options to reach us. You may contact American Community Management online at [acmhome.com](http://acmhome.com) or call our customer service support team at 410-997-7767.

Sincerely,

The American Community Management, Inc. Team

American Community Management, Inc.  
PO Box 488 Linthicum Heights MD 21090  
(410) 997-7767  
[www.acmhome.com](http://www.acmhome.com)