

Closing Checklist

AYA-A04817

October 6, 2025

TO: shannon@ajbillig.com

RE: Resale Package

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

Dear Homeowner,

Here are a few things you should consider as you go to settlement. Once settlement takes place in order to move you out of our system and the new homeowner in, we need to receive the settlement paperwork. It can take upwards of several months for our office to receive the paperwork. During this time, you may continue to receive your monthly statements and other notices from us. Additionally, if you have auto payments set up through the AppFolio portal, payments will continue to be taken out. To avoid making any extra payments we encourage you to delete any auto payments or contact us about deleting your portal once settlement has taken place. Please note, that we will not be able to refund any extra payments until we receive the settlement paperwork and move you out of our system.

To delete an auto payment log on to your AppFolio Portal and click on the Payment tab. Once on the Payment tab go to the Scheduled Payment section on the page. Once there click on the delete link, and no further payments will be processed. If you have billpay set up through your bank remember to contact your bank and have them stop the payments.

TO BE TURNED OVER TO THE SETTLEMENT COMPANY:

Dear Closing/Title/Settlement Agent,

1. In order to facilitate the transfer ownership in our system, we require a copy of the HUD-1 form. We ask that you mail a copy of the HUD-1 form to our office within five (5) business days.
2. The enclosed Homeowner Information and Authorization form completed by the buyer(s) of the unit. If we do not receive a completed form back we will assume that the buyer's mailing address is the unit address.
3. Additionally, please note, that there is a \$225.00 transfer fee paid by the buyer and made payable to Pelican Property Management that should be collected at settlement. If the transfer fee is not collected at settlement the buyer will be invoiced for payment of the transfer fee and it may delay the transfer of the property in our system.
4. Furthermore, if you need us to complete an updated Payoff Request or Questionnaire that needs to be requested via our CondoCerts website <https://pelicanmgt.condocerts.com/resale>
5. Seller is advised to cancel any automatic payments to the association. These payments may be Bill Pay through the seller's bank, automatic payments through Pelican's homeowner portal (Appfolio), or automatic payments processed by Zego, Pelican's payment processing service.

Return to:

Pelican Property Management
8725 Loch Raven Blvd Ste 201
Towson, MD 21286

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If you have any questions please give us a call at 410-645-1865 option 4.

Thank you in advance for your cooperation!
Pelican Property Management

Disclosure for Maryland Resale

AYA-A04817

Woodland Park Homeowners' Association, Inc.
This disclosure has been prepared on 10/6/25
on behalf of Julia Langston; owner(s) of
7812 Whistling Pines Court , Ellicott City, MD 21043
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.

1. Subject lot is located within Woodland Park Homeowners' Association, Inc..

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

Regular Assessment: \$231.23 due Quarterly on the 1st day of the payment period

Late Fee: \$0.00 will be attached to any assessment received 4 day(s) after due date

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?

\$693.69

3. Pelican Property Management Company, LLC 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.

Managing Agent: Pelican Property Management Company, LLC
Address: 8725 Loch Raven Blvd Suite 201
City, State, Zip: Towson, MD 21286-2207
Telephone: 410-645-1865
Fax:

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.

Disclosure for Maryland Resale **AYA-A04817**

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:

Inspection attached.

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

Please see attached documents.

This disclosure packet was prepared by Pelican Property Management Company, LLC on 10/6/25.
This Certificate is valid for 30 days from the date of issuance.

ADDITIONAL COMMENTS

- Please note you only need to purchase an Updated Resale Certificate and Inspection if you have already purchased a resale package and need these documents updated. The resale certificate and inspection are part of the standard resale package. We will not provide an Updated Resale Certificate for an address that we haven't previously done a resale for.

Please also note: A Payoff Request should be ordered prior to closing to receive the most recent amounts due on the owner's account.



Homeowner Information and Authorization Form

Important Note: You may submit this form online at www.pelicanmgt.com in the "COMMUNITY FORM" section under the "RESIDENT FORMS" tab. Otherwise, complete and return to the address provided below.

At Pelican Property Management we are continually making strides in our goal of providing the most efficient means of communication. We have recently made significant upgrades to our systems that enable us to provide both email and electronic notifications in regard to your community. The email and electronic communication will include, but not be limited to, notice of association/board meetings, proxies, ballots and membership information.

Prior to enabling this feature on your account, we are required by law, under the "The Real Property Act" (MD Ann. Code Real Property, Section 11-139.1), to gain your written authorization.

NOTE: The current property management company is Pelican Property Management, 8725 Loch Raven Blvd., 410-645-1865.

The HOA/condo shall maintain the electronic mailing addresses of those members who consent to receive notice and to vote by electronic transmission.

By providing my email address as noted below, I hereby verify and confirm that any vote received by the HOA/condo from this email address may be considered to be authorized by me, the Unit/lot owner. I understand and acknowledge that each vote sent by this email must include my name and address in order to be counted.

I understand that my authorization will remain in effect until my consent to receive notice and/or vote by electronic transmission is revoked. I further understand that my consent to receive notice and/or vote by electronic transmission can be revoked by me at any time by notifying the HOA/condo directly or the HOA/condo's current property management company I agree to promptly notify the HOA/condo of any changes in my email address, so as to have a current email address on file with the HOA/condo.

Name: _____ Email: _____

Property Address: _____

Mailing Address: (if different) _____

Phone Number: Home _____ Mobile _____

Signature: _____ Date: _____

Complete this form ONLINE at WWW.PELICANMGT.COM in the "COMMUNITY FORM" section under the "RESIDENT FORMS" tab.

Under Maryland law you have the option of requesting a paper ballot. If you choose to opt-out of the online voting, please indicate by checking the opt-out box below.

- ☐ **I wish to opt-out** of all email and electronic correspondence including, but not limited to, notice of association/board meetings, statements, letters, online voting, proxies, ballots and membership information.
- ☐ **I wish to opt-out** of having my information included in any future community directories. Consent is assumed otherwise.

8725 Loch Raven Blvd. Suite 201 Towson, MD 21286

○ 410-645-1865

F 1-800-508-2090

www.PelicanMgt.com

please complete other side →

Additional Owners Name: _____

Email: _____ Phone Number: _____

Please list the names and ages of other authorized occupants:

Please list vehicle(s) including make, model, color, and tag number:

Please list authorized pet(s):

Age: _____ Type & Breed: _____ Sex: M/F Weight: _____

Age: _____ Type & Breed: _____ Sex: M/F Weight: _____

Age: _____ Type & Breed: _____ Sex: M/F Weight: _____

Please provide emergency contact information of someone not living with you (preferably someone with a key):

Name: _____ Relationship: _____

Phone Number: _____ Address: _____

Do they have a key: Yes/No?

Is the unit rented? Yes _____ No _____

Tenant Name: _____ Email: _____

Phone Number: Home _____ Mobile _____

Tenant Name: _____ Email: _____

Phone Number: Home _____ Mobile _____

****Please attach a copy of the current signed lease agreement along with any addendums****

*****Before renting out you unit, please review your community's leasing rules to ensure that you are complying with all your community's governing documents*****

(If you do not live in the unit and you have someone else living there, please put their information under tenant information)

7812 Whistling Pines Court

Inspection Date: 09/15/2025

Property: 7812 Whistling Pines Court, Ellicott City, MD 21043**Tenant:** Julia Langston | (410) 796-0931 | jal7812@msn.com

Compliance Inspection

1 The Board of the Council of Unit Owners has knowledge of the following violations of provisions of the condo or HOA Declaration, By-Laws, and/or Rules & Regulations for alterations or improvements or any limited common elements assigned to it List Below ✓

The damaged dryer vent needs to be replaced. Building materials need to be removed from the rear patio.

OR: The Council of Unit Owners has no knowledge of any such violations due to alterations or improvements of the above condominium unit or any limited common elements assigned to it.

1 The Board of the Council of Unit Owners for referenced condo has knowledge of the following violations of the health or building codes to the above condo, unit, or any limited common elements assigned to it or any other portion of the condo: list ✓

The Council of Unit Owners/Membership has no knowledge of any such violations of the health or building codes respect to the above unit or any limited common elements assigned to it.

The Council of Unit Owners/Membership has not approved any special assessment that has not yet been levied on homeowners. ✓



10/3/25, 2:44 PM

Inspections

