Friendly Valley Recreational Association, Inc.

19345 Avenue of the Oaks
Newhall, CA 91321
Phone (661) 252-3223 FAX (661) 252-7501

Real Estate Agent & Escrow Procedures

Friendly Valley is a Senior Citizen Housing Development that operates in compliance with California Civil Code Section 51.3. Friendly Valley is made up of thirteen (13) individual Homeowners Associations (HOAs) and one (1) Recreational Association that are self-managed by individual Boards comprised of volunteer homeowners. The Friendly Valley Business Office assists the Boards with administrative tasks.

The following is an overview of policies related to the buying and selling of condominiums in Friendly Valley. Please review the information carefully and if you have any questions, please call the Friendly Valley Business Office at (661) 252-3223 or send an email to escrow@scv-friendlyvalley.com. Our Office hours are 8:30am to 5:00pm, Monday through Friday. Please note that the Office closes for lunch between 12:00 pm and 1:00 pm.

SELLERS

- Per your CC&R's, please contact the Friendly Valley Business Office to inform them that you are selling your property and have your **real estate agent** provide the following information:
  - SR # from MLS
- It is the Seller's responsibility to pick up the HOA Document Package and release it to the Buyer(s).
- After escrow has closed, all gate cards and badges are to be returned to the Friendly Valley Business Office by the seller or seller's agent. Gate cards are not to be given directly to Buyer's Agent or the Buyer. If the gate cards are not returned, deposits will be **forfeited**.

REAL ESTATE AGENT FAQ's:

- *Are 'For Sale' signs permitted?*
  Per the Friendly Valley Rules & Regulations, house 'for sale' signs are limited to one sign **not to exceed 18" x 24"** and may only be placed on the interior surface of one window or, in the case of two-story upper units, on a balcony wall.

- *Are Open Houses allowed?*
  Open houses are **not** permitted and units are to be shown by appointment only.

- *Can I add inspectors, contractors, etc. to the guest list?*
  No, only homeowner(s) can add to the guest list for the property.

- *How do I view or preview a property?*
  You are required to submit a business card with the destination address(es) noted to gain entry. The business card will be kept by FV Security.

- *When can I give the keys to my client?*
  Buyer(s) should not be given keys to the property prior to the close of escrow.

- Carports: Carports in Associations 1 and 2 are the property of the owner and should be noted in the legal description of the property. Carports in all other Associations are assigned parking.

Commonly Requested Association Information:

ASSN #	# OF UNITS	HOA DUES 2026	DOCUMENT TRANSFER FEE	RENTER TRANSFER FEE	PET LIMITS	BASIC CABLE & INTERNET	WASTE
1	294	$630.00	$1,250.00	$150.00	Either: 1 dog, 1 dog + 1 cat, 2 cats Note: dogs cannot exceed 35 lbs	Included	Included
2	126	$500.00	$500.00	$100.00	1 pet - max 20 lbs	Included	Included
3	120	$525.00	$500.00	$50.00	2 pets - max 30 lbs	Included	Included
4	234	$550.00	$750.00	$100.00	1 pet - max 40 lbs	Included	Included
5	166	$525.00	$1,000.00	$100.00	2 pets - max 30 lbs	Included	Included
6	59	$626.00	$695.00	$250.00	2 (only 1 can be a dog) - max 40 lbs	Included	Included
6A	47	$620.00	$1,000.00	$100.00	1 pet – max 25 lbs	Included	Included
*6BC	76	$663.00	$1,000.00	$100.00	2 pets – max 25 lbs	Included	Included
7	66	$650.00	$1,000.00	$50.00	2 pets (max 20”), birds free	Included	Included
8	20	$642.00	$800.00	$50.00	2 pets – max 30 lbs	Included	Included
*9	21	$555.00	$500.00	$50.00	no restrictions	Included	Included
10	18	$665.00	$1,000.00	$50.00	1 pet - max 20 lbs	Included	Included
11	43	$525.00	$720.00	$100.00	2 pets	Included	Included

All Associations are named “**Friendly Village Community Association, Inc. #___**” except for those distinguished by a “*****”. These Associations are named “**Friendly Village Association, Inc. #___**.”

A **$100.00** Transaction Fee applies to *all* purchase and rental transactions.

POLICIES TO KEEP IN MIND

- Potential Buyers **MUST** be accompanied by a real estate agent at **ALL** times. If arriving separately, real estate agents/clients are to park and wait for the other before approaching the gate.
- NO construction or remodeling may take place before the close of escrow. Work can only begin after the close of escrow, and only with the approval of the Board of Directors of your Association.
- NO ONE is allowed to move in prior to the close of escrow or before the Business Office has received written notification of closing from the Escrow Company.
- Non-resident owners do not receive gate cards, badges, or decals; only the individual(s) residing in the unit have those privileges and access to the Recreational Facilities, and only *after* they have moved in and become official resident(s) of Friendly Valley.
- It is *imperative* that the Business Office is notified of everyone who will be residing in the unit because additional paperwork, Orientations, and fees may apply. For example, if children are buying for their parent(s) and the parent(s) are not on title, the property is considered to be a **Non-Owner-Occupied Property**, which has its own procedure and fees, explained later in this document. See RENTAL PROCEDURE.

FRIENDLY VALLEY ESCROW PROCEDURE:

1. HOA Document Packages and Demands are prepared upon written notification from the Escrow Company that Escrow has opened. Sellers are required to pick up the HOA Document Package to release to the Buyer(s). The Document Package will not be released until the $150.00 upfront fee has been paid. Make checks payable to *FVRA*.

2. The Document Package is provided to the Buyer(s) by the Seller. The Document Package contains the name and phone number of the Board Member that the Buyer must call to schedule an Orientation meeting. This should be done as soon as possible in order for the Buyer to become informed of the rules and regulations. We ask that Buyers review the Rules and Regulations, CC&Rs, By-Laws, policies and procedures, etc., ***before* their Orientation.**

3. Immediately after Orientation, all Buyers are required to sign the Country Club Agreement, which is held and notarized in the Business Office. **Please bring your ID with you on the day of your Orientation.** All names being recorded on the deed also need to be recorded on the Country Club Agreement. The Country Club Agreement will be sent to the Escrow Company to be recorded with the rest of the Escrow documents.

4. The office staff needs to be notified if children are buying for the parent(s) because additional orientations, paperwork, and fees are required.

5. The following fees are associated with purchasing a property in Friendly Valley. These fees are listed on the Escrow Demand and paid through Escrow, except fees with asterisks "**":

ESCROW FEES	
a. **HOA Document Package Fee	$150.00
b. **HOA Cert./Questionnaire Fee (If Applicable)	$125.00
c. Country Club Initiation Fee	$5,000.00
d. 3rd & 4th Additional Person (If Applicable)	$400.00
e. Document Transfer Fee	$ [*varies by Association*]
f. Gate Card Deposit (add'l $15 per resident)	$30.00
g. Transaction Fee	$100.00
h. First Month's Assessment	$ [*varies by Association*]

- **HOA Document Package Fee: **$150.00**
  - Paid upfront before HOA Document Package is released.
- **HOA Cert./Questionnaire Fee: **$125.00** (if required from lender)
  - Paid upfront before HOA Cert./Questionnaire is released to the lender.
- Country Club Initiation Fee: **$5,000.00**
  - For up to 2 buyers/residents
- 3rd or 4th Person (if applicable): one-time fee of **$400.00** (each)
  - In addition to the one-time fee, the monthly assessment also increases. The amount of the increase varies by Association, please check with the Business Office.
- Document Transfer Fee: varies by Association, check with the Business Office
- Gate Card Deposit: **$30.00** (for 2 gate cards)
- Transaction Fee: **$100.00**
- First Month's Assessment: varies by Association, check with the Business Office

6. After escrow has closed, all gate cards and badges are to be returned to the Friendly Valley Business Office by the seller or seller's agent. Gate cards are not to be given directly to Buyer's Agent or the Buyer. If the gate cards are not returned, deposits will be **forfeited**. Non-resident owners do not receive gate cards, badges, or decals; only the individual(s) residing in the unit have those privileges and access to the Recreational Facilities, and only *after* they have moved in and become official resident(s) of Friendly Valley.

7. **NO ONE WILL BE ALLOWED TO MOVE IN BEFORE THE CLOSE OF ESCROW.**

8. Because Friendly Valley is a secure, gated community, the Escrow Company **MUST** notify the Friendly Valley Business Office of **escrow closing** in order for the Buyer(s) to be allowed access to the property. Notice **MUST** be **IN WRITING**, on the day that escrow closes. Send notice to the following:

BY 4:00 p.m. Monday – Friday (661) 252-3223

Notify: escrow@scv-friendlyvalley.com

Attn: Sonia Rey, Escrow Coordinator

AFTER 5:00 p.m. Monday – Friday (661) 252-2666

Notify: securitychief@scv-friendlyvalley.com

Attn: Anthony Saavedra, Security Chief

IF OUR OFFICE IS NOT NOTIFIED OF ESCROW CLOSING, YOUR CLIENT(S) AND ANY GUESTS, MOVERS, OR CONTRACTORS WILL BE **TURNED AWAY** AT THE GUARD GATE!!

FRIENDLY VALLEY RENTAL PROCEDURE:

Each Association has a limit for the number of units that can be Non-Owner Occupied (Rental) properties. Because of this, there is often a Wait List. Rental Wait Lists are first-come, first-served. Please note that Request to Rent Unit Forms cannot be submitted until *after* the close of escrow. The Business Office will not hold a space open for Buyers that are still in Escrow. There is no guarantee that spaces will be available at the time escrow closes. Please review the Rental Procedure below:

1. Owner must submit a Request to Rent Unit Form
2. Once approved by the Association, the Owner is placed on the Wait List.
3. Once an Owner is at the top of the Wait List, and there is a space available for a new rental property, the Owner is notified of approval and is given a timeframe in which they must find a tenant. The timeframe is typically 3 months or 90 days, but it depends on each Association.
4. Once a tenant has been found, the tenant will need to pick up a Renter's Packet from the Friendly Valley Business Office. The tenant will be given the name and phone number of the Board Member to call to set up an Orientation Meeting.

5. After the Orientation, Renters will go back to the Business Office to turn in their paperwork. The following *non-refundable* Rental Fees will also be collected at that time (please bring 2 checks):
    a. Renter Transfer Fee: varies by Association, check with the Business Office
    b. CC&R's Fee: **$25.00**
    c. Gate Card Fee: **$15.00** each
    d. Badge: **$15.00** each
    e. Rental Transaction Fee: **$100.00**
6. After the fees have been collected, the Business Office will issue a Gate Card and Badge to each Renter.
7. Renters will have to visit the Security Office to obtain a Friendly Valley Decal for their vehicle(s). You will need to bring your Registration, Proof of Insurance, and Driver's License in order to be issued a Decal.
8. Upon vacating the unit, Renters are required to return all items issued to them to the Business Office.