

WASHINGTON'S HEAD QUARTERS  
HOMEOWNERS ASSOCIATION  
152 BROADWAY  
DOBBS FERRY, N.Y. 10522

To: ALL UNIT OWNERS  
FROM: TONI SCHOEN, PRESIDENT  
AUGUST 5, 1991

RE: SELLING YOUR UNIT

YOU WILL REQUIRE A WAIVER FROM THE BOARD.

The prospectus provides the Board with some protection from persons who might leave debts to the Association, or sell in a manner to persons who would do harm to the Condominium. The Board has the right to purchase your Unit before anyone else.

As a matter of procedure, the Board regularly issues Waivers for the purchase provided the procedure governing a resale is followed.

PROCEDURE:

1) Submit to a member of the Board:

- Copy of the Contract of Sale
- Request for Waiver
- Check for \$100 by Seller made out to Washington's Head Quarters Homeowners Association (refundable if no damage is done to the Common Elements during the moving process)
- Check for \$100 payable by purchaser to Washington's Head Quarters (refundable if no damage is done to the Common Elements during the moving in process).
- Check for one month's Common Charges made payable to Washington's Head Quarters Homeowners Association. This is a non-refundable amount which will be deposited into our reserve fund.
- Closing Date
- Statement as to whether Buyer will be living in the Unit or renting it, and how many people will be residing in the Unit.

-Payment of all Common Charges through the end of the month in which closing will be taking place and full payment of any assessments.

NOTE: ISSUANCE OF A WAIVER AND THE ABILITY TO OBTAIN AN INSURANCE CERTIFICATE DOES TAKE TIME SO THAT WE SHOULD BE NOTIFIED AS SOON AS POSSIBLE TO ENSURE THE SELLER RECEIVES THE NECESSARY DOCUMENTS IN TIME FOR THE CLOSING.

DOCUMENTS WILL NOT BE RELEASED IF THE PROPER PAYMENTS ARE NOT RECEIVED PRIOR TO THE CLOSING.

IT IS THE RESPONSIBILITY OF THE SELLER TO NOTIFY THE PURCHASER REGARDING THE MANNER IN WHICH COMMON CHARGES ARE TO BE PAID AND TO REMIND PURCHASER THAT IF THE TREASURER DOES NOT HAVE THEM BY THE FIFTEENTH OF THE MONTH A \$35.00 PENALTY WILL BE ASSESSED.

THIS IS EFFECTIVE IMMEDIATELY.

ADOPTED BY THE BOARD OF MANAGERS ON AUGUST 5th, 1991.