



2020 NE 150th Ave. Portland, Oregon 97230

Portland, OR 97230-3707

WHEN SELLING YOUR UNIT

1. The buyer needs to complete a membership application form and submit a copy of his or her driver's license as proof of age (55 or older) as required by HUD. This form should be submitted to the Homeowners Association office for Membership Committee review PRIOR to the transaction being closed at the title company. Contact the Administrator at the Summerplace Office, 503-257-0733. Office hours are Monday-Friday from 8:30am to 1:30PM.
2. There is a Summerplace Homeowner's Association Initiation fee of \$1,500 plus Glenwood Place Condominiums Maintenance Fee of \$1,500. Both of these fees should be collected at closing.
3. The Summerplace Homeowners Association has a pro-rated annual assessment of \$325 per person.
4. Glenwood Place Condominiums has a monthly fee of \$250. This covers insurance on the complex (including earthquake), water, garbage and common ground maintenance.
5. We are insured by the American Benefits, Inc. Our agent is:
Jessica Volk
ABI Insurance
4800 SW Griffith Drive Suite 300
Beaverton, OR 97005
Phone: (503) 292-1580 Ext.4935
Fax: (503) 467-4995
Email: jessica@abipdx.com
6. The garage must be clean and empty. The Board will check before closing.
7. The owner should leave:
_____the deposit slips for monthly fees
_____the white 3-ring binder with Glenwood Place Bylaws
_____the garage door opener
_____the mailbox key
_____the clubhouse fob
_____the appliance booklets
8. The new owner should contact the Summerplace Administrator to make an appointment to see the Clubhouse.