

**Resale Packet:** TMGA provides documents to the seller for a set fee as per contract with the Association this contains **only** the documents that the state/county laws and regulations require a seller to provide to a prospective buyer prior to closing (Currently defined at [https://govt.westlaw.com/mdc/Document/N691A41D0833311E99B6FF675D7C322AF?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/mdc/Document/N691A41D0833311E99B6FF675D7C322AF?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)) ). This is a business transaction between TMGA and the prospective seller, and it is TMGA's responsibility to make certain that the seller is provided the most up-to-date copy of those documents. NOTE: The Secretary will send a copy of this to TMGA with a suitable cover letter.

**Welcome Letter:** This is a letter on Association letterhead from the TMGA property manger explaining the role of TMGA to the new Association member and providing TMGA contact information. It is sent after closing has become final and TMGA has received the HUD-1 settlement document and payment for the new homeowner setup fee. The wording of this letter is to be approved annually by the BOD., and any changes to that wording is also to be approved in advance by the BOD.

**Homeowners' Handbook:** A document created and approved annually by the BOD containing information about how the community and Association functions. This document is sent (normally electronically) by the Board to each new owner/Association member. It includes a section welcoming the new resident/Association member approved annually by the BOD and signed by the BOD President

It is the intent of the BOD that these materials be available to All members through the Association website, and that any changes to any of these documents must be made simultaneously to those provided during sales/purchases to sellers, purchasers, new members, and via the website to existing old members