



Selling a Property in Sienna Associations

Q & A s on COCs and SOAs

Q What is required when selling my property in Sienna?

A If your property is within the boundaries of the Sienna Associations (Sienna Residential Association or Sienna Community Association), a Certificate of Compliance (COC) and a Statement of Account (SOA) is required.

Q How do I order?

A All COCs and SOAs must be ordered on homewisedocs.com.

Q Who orders the COC and the SOA?

A COCs are usually ordered by the Owner (seller) or seller's agent and the SOA is ordered by the Title Company. The owner must sign the COC request or provide written authorization for their agent to do so. A Title Company can order a COC provided that the owner has given written authorization. Please note that buyers can't order a COC or a SOA.

Q How much does a COC and SOA cost?

A The fee for a COC inspection/report can run between \$175 - \$780, depending on when the inspection is requested and the date of closing. A SOA is \$85 and can cost more if a rush fee is necessary. Fees are subject change.

Q What happens if a COC was not ordered?

A Per the governing documents for both Sienna Associations, a COC is required to sell a property in Sienna and the SOA will not be released without a COC.

Q How long does it take to get my COC report back?

A The COC report will be completed after the property inspection but within 5 days after the Association has received an official request through the Homewise system.

Q Where do I find the Associations' Governing Documents?

A Both sellers and buyers can access this information on Siennanet.com in the Resource Library.

Q What are the possible results of my inspection?

A One of three reports will be issued:

(1) **Certificate of Compliance** - signifies that, as of the date that the report was issued, the house and property appear to be in compliance with all of the deed restrictions and regulations of the Sienna Associations.

(2) **Certificate of Compliance with Conditions (COCC)** - signifies that, as of the date that the report was issued, the house and property appear to be in Compliance with all of the deed restrictions and regulations of the Sienna Associations, with the exception of the items specifically noted on the report. It details the conditions and lists what needs to be done to bring the house and property into full compliance. Please note that some Title companies will not accept a COC with conditions, so if a seller receives a report with conditions, it is their responsibility to address with the Title company in advance of their closing.

(3) **Certificate of Non-Compliance (CONC)** - signifies that, as of the date that the report was issued, the house and property are not in Compliance with all the deed restrictions and regulations of the Sienna Associations. This generally means that there are one or more significant deed restriction violations. This report also details the violations and explains what needs to be done to bring the property into full compliance.

Q If my inspection report is non-compliant, will it stop my closing?

A No, when the Association issues a Certificate of Non-Compliance (CONC) the intent is not to prevent or delay a closing, but to let the Owner know of any issue(s); however, Title companies and/or buyers may require a clear (compliant) COC prior to closing.

Q How long is the COC report/inspection good for?

A The report/inspection is good as of the date it is issued; however another COC is not required for 6 months from the original date COC report.

Q What will the coordinator be looking for when conducting a COC inspection?

A Areas of focus relate to the condition of the house's exterior and property (i.e. brick, stucco, siding, roofing and roof top vents, stacks, etc., gutters, windows, trim, shutters, and doors, driveway, and sidewalks). Landscape matters such as making sure the shrubs are of adequate size and quantity and sufficiently screen the foundation, determining that the correct minimum number, size and type of yard trees exist, and making sure that the lawn, landscape beds, shrubs and trees are properly maintained. Additionally, coordinators will check to see if mechanical equipment (HVAC & utilities) is properly screened. Finally, all exterior modifications will be noted to make sure proper approval has been obtained and that the modifications were built as they were approved.

Q Why does an additional COC /form request need to be filled out within the Homewise Welcome Packet?

A It serves as permission to allow coordinators to access the backyard to take pictures, as well as letting the coordinator know the specific status of the house and property. (i.e.: gates locked, pets in the yard, vacant or occupied, tenant in the house etc.). Even if the COC is ordered in Homewise by the Title company or seller's agent, this form must be signed by the property owner. Please note that until this form is signed and returned by the property owner, inspection will not be performed.

Q Once I have sold my property do I need to notify the Association?

A No, if you closed using a Title company, that information will be provided to the Association by the Title company. If you did not use Title company, then, yes, you need to provide the Association with the information including date of closing and new owner information.

Q If I still live in the area but no longer own my property in Sienna, can I still use the amenities with my access credential?

A No, since you are no longer an owner within Sienna Associations, you are not entitled to use the amenities and your access is removed.

What are We Looking For?

The coordinators review several focus areas while conducting a COC inspection. Below is a quick reference list, but is not reflective of all items noted in a COC report.

PROPERTY EXTERIOR

- ✓ Exterior surfaces (brick, stucco, siding, etc.) are free of mildew/dirt
- ✓ Roofing and roof top elements
- ✓ Gutters
- ✓ Windows and shutters
- ✓ Doors
- ✓ Driveway and sidewalk are free of mildew/dirt
- ✓ All exterior modifications have been approved

LANDSCAPING

- ✓ Adequate size and quantity of evergreen shrubs to screen the foundation
- ✓ Minimum number, size, and type of trees are present
- ✓ Lawn is being properly maintained
- ✓ Landscape beds are properly maintained
- ✓ Trees and shrubs are properly trimmed and pruned

MECHANICAL EQUIPMENT

- ✓ HVAC and utilities are properly screened by approved landscaping

