



Certificate of Compliance Intake and Processing

A Certificate of Compliance (COC) is required for every home that sells within Sienna. The inspection focuses only on the front and back exterior of the home and associated issues of compliance within our deed restrictions and modification approvals. The purpose of this inspection is to inform both the seller and buyer of any outstanding violations that currently exist on the property.

Areas of focus will relate to the condition of the house's exterior (i.e., brick, stucco, siding, roofing, roof top vents, stacks, gutters, windows, trims, shutters, and doors). Landscape matters such as shrubs, yard trees, landscape beds. A determination will be made as to the adequacy of mechanical equipment screening. Finally, modifications will be noted to ensure proper approval has been obtained and modifications built or added were approved.

The Property Owner must request the COC via www.homewisedocs.com. Builders must email their request to communitystandards@clubsienna.com OR submit in person at the association office.

- Resale transactions must pay COC request fees at the time of the request. A COC request made less than *5 business days* prior to closing is considered a RUSH and must pay additional fees.
- Builders pay at closing. New home requests made less than *3 business days* prior to closing are considered a RUSH and must pay additional fees.

The Builder/Property Owner must indicate the recipients of the COC report on the online request form and only those indicated can get a copy of this report. It is the Property Owner's responsibility to give a copy of this report to the buyer.

After the inspection, a written report is generated, and all violations noted. The Property will be classified in one of the following stages:

- **In Compliance** signifies that as of the report date, the home appears to follow all of the deed restriction guidelines and regulations.
- **Compliance with Conditions** signifies that as of the report date, the home appears to follow all of the deed restriction guidelines and regulations with the exception of the items specifically noted. It will detail the violation(s) and list what needs to be done to bring the home in full compliance.
- **Non-Compliant**: signifies that as of the report date, the house is not in compliance with all the deed restriction guidelines and regulations. This generally means that there are one or more significant deed restriction violations. It will detail the violation(s) and list what needs to be done to bring the home in full compliance.

The inspection report will be issued five (5) business days after the complete submission of the COC request and payment. The report will be sent to the current owner/seller. It is the owner/seller's responsibility to ensure that the report is disclosed to the buyer/purchaser.

Having conditions or a non-compliant inspection report *will not stop the sale of a home*. This report is a disclosure to the buyer of violations on the property they are purchasing. It is up to the Owner to disclose and negotiate who will address the violation(s).

- If the buyer takes possession of the home that remains out of compliance, then the buyer becomes responsible for curing all the reported violations.
- If the property is sold without the required certificate of compliance inspection, the buyer/purchaser shall be responsible for the violations and subject to any and all enforcements and remedies available per

Sienna guidelines and regulations, including but not limited to imposing fines (with proper notification).

A Re-Inspection may be requested (additional fee) if either of the parties require a “clean” certificate of compliance report after all violations have been remedied.

The COC inspection reflects the condition of the property as of the report date. Sienna does not require another COC within 6 months of the last report unless property ownership has changed. If a new COC is not requested and violations have developed, the Property Owner and Buyer understand that the COC may not be accurate. If the Property Owner would like another inspection within the six (6) month timeframe of the last report, it will be treated as a new inspection thus requiring the same COC fee.