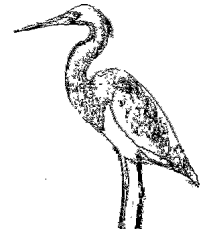


*The Springs at Mariana Home Owners Association, Inc.*

Wiltgen Property Management  
970-663-2125



**LOT/HOME TRANSFER PROCEDURES**

1. When the closing of the sale of a lot or home is imminent, the Title Company will notify the Property Manager with a status letter at least one week prior to the closing, by fax (970-461-4845). The status letter will contain the closing date, the seller, buyer, mailing address of buyer, lot number and address of the purchase, and will request the status of dues and assessments, and any other pertinent information needed for the closing.
2. The Property Manager will return the status letter by fax within 3 days, and will certify to the Title Company any and all fees owed to the Homeowners Association and the "paid to" date of the dues previously paid. Any fees owed to the Association will be deducted from the proceeds at the closing.
3. The Property Manager will charge a fee (currently \$75) for this service and for setting up records for the new property owner. This fee will be deducted from the proceeds at closing. A copy of the warranty deed will be furnished to the Property Manager, from which document, new records will be prepared.

Any questions regarding this procedure should be directed to the Wiltgen Property Management at 970-663-2125.