

## OWNER REGISTRATION FILING INSTRUCTIONS

An Owner Registration Form is to be completed within 30 days of taking title to a Unit in LeMar Estates. The Form is to be updated within 30 days whenever changes are made to any of the information submitted.

### GETTING A REGISTRATION FORM

A registration form for you to use is available on our website. If you do not have print capability, please email Nate Sandahl (n.sandahl@lemar-estates.com) to request a hard copy.

The following instructions should provide you with explanations necessary to complete the form. Please carefully read and follow them, and then write legibly. When the Form is completed, please hand deliver it to the Secretary or mail it to LeMar Estates Townhome Association, PO Box 82, Rogers, MN 55374. Thank you.

### SECTION 1: UNIT IDENTIFICATION

Address. Please enter the street address in the space provided. City, state and zip code are not required.

Unit Number. Enter your Unit number in the space provided. Unit numbers are provided on the table below. (It seems confusing here but makes more sense when looking at the property map.)

House #	Unit #
12515	36
12517	34
12519	33
12521	35
12527	32
12529	30
12531	29
12532	12
12533	31
12534	10
12535	28
12536	11

House #	Unit #
12537	26
12538	09
12539	25
12540	02
12541	27
12542	04
12543	24
12544	01
12545	22
12546	03
12547	21
12548	06

House #	Unit #
12549	23
12550	08
12551	20
12552	05
12553	18
12554	07
12555	17
12557	19
12559	16
12561	14
12563	13
12565	15

### SECTION 2. OWNER(S) INFORMATION

Name. Please provide the complete legal name for every Owner who will be residing in the Unit. Also include a preferred name when an Owner prefers its use to first name listed.

Phone. We prefer a mobile phone number whenever possible, but a land line is acceptable. We use this to contact you quickly if the need arises, and do not share this information with others without your permission.

Email Address. Your email address is our preferred way of keeping you informed of information that affects you. Again, this is private and will not be shared without your permission.

### **SECTION 3: CORRESPONDENCE ADDRESS**

Enter "Same" in the space provided if you want all of your correspondence sent to the address you recorded in Section 1. However, the law requires us to allow you to have it mailed to another address of your choosing. If that applies to you, please enter the complete street address (or PO Box number), city, state and zip code.

### **SECTION 4: SECURED PARTY**

If you do not have a mortgage on your Unit, enter "None" in the space provided. However, if you have a mortgage, we are required to have this information on file. That's because the financial institution holding the first mortgage on your Unit is an Eligible Mortgagee under MN Statute 515B. The law entitles them to certain information from us such as our governing documents, a certificate of insurance on our master policy, or assessment payments made by you, provided its request is in writing. In the spaces provided, please provide us with the institution's name and correspondence address (this is usually different than the address you use when mailing mortgage payments). If they contact us, we want to be sure we are only responding if the request comes from the institution and address you have provided.

### **SECTION 5: VOTING REPRESENTATIVE**

Each Unit gets one vote at meetings of the membership. If you are the only Owner of your Unit, you should enter your name. However, if there are multiple Owners, only one can be the authorized representative. The multiple Owners should select the person to represent their Unit and enter that person's name in the space provided.

### **DECLARATION**

All Owners recorded in Section 2 should read, sign and date the Declaration in the spaces provided.