



**Sunrise Pointe Homeowners Association
Lot Ownership Transfer and Acknowledgment Form**

This form is required for all ownership transfers within Sunrise Pointe HOA. It must be completed, initialed, signed by Buyer and Seller, and returned to the HOA before closing or as part of the closing package. The HOA uses this form to update ownership records, confirm contact information, confirm transfer fees, document access to governing documents, and support issuance of the Certificate of Good Standing.

Property and Closing Information

Lot # _____ Property Address _____

Closing Date _____ Title Company _____

Escrow Officer _____ Email _____ Phone _____

Fees to Be Collected at Closing

Each new Owner agrees to pay all current or past due assessments, fees, fines, charges, and transfer-related amounts due to Sunrise Pointe HOA. The HOA Document Fee and Homeowner Transfer Fee must be collected by the Title Company and paid by Buyer, Seller, or both as agreed in closing negotiations. The following amounts should be collected at closing and remitted to Sunrise Pointe HOA:

1. Prorated Annual Dues, based on closing date.
2. **\$100 - Capital Reserve Fund Fee** - This one-time initial assessment represents each new Owner's contribution to the funding and maintenance of the Sunrise Pointe Homeowners Association Capital Reserve Fund.
3. **\$150 - HOA Document Fee**
4. **\$200 - Homeowner Transfer Fee**

Notice to Buyer, Seller, Real Estate Agents, Title Company, and Closing/Escrow Officer

Sunrise Pointe HOA has recorded governing documents and a recorded Notice of Continuing Obligation affecting lots within the Association. HOA assessments, fees, fines, compliance charges, and transfer-related amounts are attached to the lot.

Buyer, Seller, real estate agents, title company, and closing/escrow officer are responsible for requesting an HOA closing status statement, confirming all amounts due, and ensuring all required HOA fees and transfer documents are collected and remitted at closing.

Buyer's Initials _____

Seller's Initials _____

HOA Payment and Contact Information

Sunrise Pointe HOA 3556 S. 5600 West #1-457 Salt Lake City, UT 84120	Phone: 801-938-4228 Email: board@sunrise-hoa.com Website: www.sunrise-hoa.com
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HOA Closing Status / Certificate of Good Standing

Before closing, Buyer, Seller, real estate agent, title company, or closing/escrow officer should request an HOA closing status statement showing known assessments, dues, fees, fines, transfer fees, compliance items, and other amounts due.

A Certificate of Good Standing may be issued only when the lot account is current, all required closing fees and transfer-related amounts have been paid, and all required ownership transfer documents have been received by the HOA.

HOA Governing Documents

Ownership of a lot within Sunrise Pointe HOA is subject to the CC&Rs, Articles of Incorporation, Bylaws, Rules and Regulations, Architectural Guidelines, assessment obligations, and properly adopted HOA rules and Board actions.

HOA documents, rules, forms, disclosures, maps, and contact information are available at: www.sunrise-hoa.com

Basic HOA Information

Sunrise Pointe HOA includes 124 homeowners in two phases. All lots have underground telephone and electrical lines and are subject to recorded CC&Rs. Construction of homes, garages, fences, lot improvements, and certain exterior changes is controlled by the Sunrise Pointe Architectural Control Committee. All roads are publicly owned and maintained by West Valley City. HOA dues are currently \$215 annually, billed each fall and due January 1st.

Maximum Annual Assessment

In 2005, a majority vote adopted an annual assessment limit. The maximum annual assessment increase is 25% of current dues or \$100, whichever is less, in any one year, unless approved by a vote of a quorum of homeowners.

Buyer's Initials _____

Seller's Initials _____

Architectural Control and Building Approval

Before applying for a remodel or building permit with West Valley City, Buyer must submit proposed work to the Sunrise Pointe Architectural Control Committee as set forth in the CC&Rs, including the Initial Preliminary Plan Application and Construction Document Review. Written HOA approval must be received before plans are submitted to West Valley City.

Buyer must disclose the architect overseeing any design process and submit a one-time \$350 Review Fee to the Architectural Control Committee, or to the Board if no committee is present.

West Valley City Zoning and Municipal Code Compliance

Compliance with West Valley City Municipal Codes and Ordinances is mandatory:

<https://westvalleycity.municipal.codes/>

Each Lot Owner is responsible for complying with current and future West Valley City zoning requirements, municipal codes, ordinances, and HOA governing documents.

Bond Fee Deposit for New Building Construction

For new building construction only, a refundable \$750 Bond Fee Deposit is required as part of the final Construction Document Review. The deposit helps ensure compliance with landscaping standards, drainage requirements, and protection of sidewalks, streets, curbs, concrete, roads, utilities, and other improvements.

Any damage occurring after Buyer owns the property is Buyer’s responsibility and must be repaired promptly.

No Testing, Alteration, Engineering, or Equipment Before Closing Without Written Authorization

Before funding and recording, no lot may be tested, altered, disturbed, excavated, engineered, or accessed with equipment without written authorization from Seller. Any tests or evaluations must be described in writing, agreed upon in advance, and performed by a licensed professional.

SIGNATURE PAGE FOLLOWS

Buyer’s Initials _____

Seller’s Initials _____

Buyer Acknowledgment

Buyer acknowledges receipt of, or access to, the HOA governing documents and agrees to abide by the CC&Rs, Articles, Bylaws, Rules and Regulations, Architectural Guidelines, assessment obligations, and properly adopted HOA rules and Board actions.

Seller Acknowledgment

Seller acknowledges informing Buyer of the HOA governing documents, online disclosure availability, assessment obligations, transfer requirements, and Certificate of Good Standing process.

Buyer Name(s)_____	Seller Name(s)_____
Signature _____ DATE _____	Signature _____ DATE _____
Signature _____ DATE _____	Signature _____ DATE _____
Phone () _____	Phone () _____
Email _____	Email _____

Buyer's Initials _____

Seller's Initials _____