

**REQUEST FOR HAMPTON ROADS CENTER  
OWNERS ASSOCIATION  
DISCLOSURE PACKET**

Re: \_\_\_\_\_  
(Address of Property)

Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Management Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address for Disclosure Packet:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Note: This request must be accompanied by a check in the amount of \$175.00 made payable to "Read Commercial Properties, Inc." for preparation and issuance of the packet.

**Mailing Address**

Hampton Roads Center Owners Association  
c/o Read Commercial Properties, Inc.  
Six Manhattan Square  
Suite 102  
Hampton, VA 23666

The information contained in the association disclosure packet shall be current as of January 1<sup>st</sup> of the current fiscal year with supplements added, if necessary, for required information that has changed since the beginning of the fiscal year. Information will be provided within 14 days of request.

**The following is a list of information you are entitled to receive in accordance with the  
Property Owners' Association Act.**

- The name of your association, and if incorporated, the state of incorporation and the name and address of the registered agent;
- A statement of any approved expenditures that shall require an additional assessment during the current year or the immediately succeeding fiscal year;
- A statement of all assessments and other mandatory fees currently imposed by the association;
- A statement whether there is any other entity or facility to which the lot owner may be liable for fees or charges;
- The current reserve study report (or a summary thereof), a statement of the status and amount of any reserve or replacement fund and any portion of the fund allocated by the board for a specified project;
- A copy of the association's current budget (or a summary thereof) and a copy of its statement of income and expenses or financial condition for the last fiscal year available;
- A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party which either could or would have a material impact on the association or which relates to the lot being purchased;
- A statement setting forth what insurance coverage is provided for all lot owners by the association, including any fidelity bond maintained by the association, and what additional insurance would normally be secured by each individual lot owner;
- A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto by the prior lot owner, are not in violation of any of the instruments referred to in this disclosure notice;
- A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;
- A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to display any flag on the owner's lot, including, but not limited to reasonable restrictions as to the size, place and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;
- A copy of the current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;
- A copy of notice given to the lot owner by the association of any current or pending rule or architectural violation.

The disclosure packet, once received by the Seller from the Association, shall be delivered by the Seller to the Purchaser. The Association shall have no obligation to deliver the disclosure packet to the Purchaser of the lot.