

Hillandale Home Owners Association

★ Realtors Checklist ★

Property Managers... please read as well as much of this applies to you!

1. Hillandale has an active Homeowners Association for the benefit of its residents. Our Property Manager is Hernando Herrera and the Administrative Manager is Amir Greene. They can be reached at (202) 342-0130 or adminmngr@hillandalehoa.com for any questions you may have about our community or the Association.
2. **Please make sure that you (Real Estate Agent or Property Manager) give your name, email address and a phone number to our office as soon as you are hired by a Hillandale resident.** The current homeowner also needs to inform the Gatehouse security staff—in writing—that their house is on the market and state which real estate agents and/or contractors may enter the community.
3. Each of your Sellers must order a copy of the Homeowners Documents for Hillandale when they have a ratified contract. This re-sale packet contains the rules of the Association, its budget, and other important information that is required by law to be delivered to a new Owner (and for which every homeowner is held to account). The packet takes five business days to prepare; the cost of this document is \$500.00 and is borne by the Seller. (If your client lives in Chancery Court, there is a separate book we have to prepare for that Association & the cost is \$ 175.00.)
4. Please inform the Gatehouse staff whenever you are scheduling an Open House. For Sale signs are not allowed on Hillandale property. However, Open House signs may be placed just outside our gate on 39th St. (and small directional signs inside) on the day of an open house. Please remember that there are small children at play in our neighborhood and ensure that you and your clients are driving slowly and carefully throughout Hillandale.
5. Parking is very limited here, so please observe our rules. Always display your Visitors Pass on the driver's dashboard & be sensitive to homeowners—esp. by not blocking their driveways (or parking across from driveways on our narrower streets).

6. Real estate agents must provide our management office the date of settlement as early in advance as possible (preferably no less than two weeks ahead of time) as well as the email address for the buyers so that we can send them move-in information. [We also need to know each time tenants are moving out and moving in as well as their contact details! For this reason we need the contact info for the property manager—a phone number and an email address!]
7. Please note that any rentals in our neighborhood are required by our Bylaws to be registered with the Hillandale Homeowners' Association office (with a copy of each current lease). Renters will receive a summary of the Association's rules and regulations at that time and can register their vehicles. **Note: Renters may not have more cars than allotted parking spaces for that house.**
8. Please be courteous to our gate personnel. If you have an open house, please let them know date and times (202.342.0105, fax: 202-337-2906). Unless accompanied by a real estate agent or visiting an open house, all guests to Hillandale must be announced to an owner—that includes employees and construction workers.
9. Outgoing residents (Sellers or Tenants) are responsible for deactivating the vehicular entry gate barcodes by notifying the Hillandale office prior to moving out of their house. This is very important as proper access control is vital to the continued security of our neighborhood. In addition, Sellers are responsible for transferring the key to the Hillandale pedestrian gates to the new owners. (Replacement keys are \$75.00.) Any mailbox keys should also be given directly to the new buyers/tenants.
10. All exterior renovations (e.g., planting or removing trees, gates, fences patios, windows, paint colors, etc.) must be approved—in advance—by the ACCC. The process is simple but necessary to avoid expensive & frustrating “re-do’s” or “un-do’s.” The ACCC Modification Application can be obtained from the management office. Please remind potential buyers that they cannot add anymore interior spaces (additions) to the houses here in Hillandale as our PUD (Planned Unit Development) documents restrict any additional square footage added by enclosed spaces. Also, they must realize that **no work** may be done beyond their private property lines--EVER!
11. Because moving trucks typically block one or more driveways, it is very important that your tenants or new owners (as well as the outgoing tenants/sellers) notify the 3-4 surrounding neighbors (including residents across the street) a couple of days **prior** to moving so that they can make arrangements to move their vehicles as needed. Please notify the gatehouse in writing at the same time.

Thank you!