



227 South Division Street * Zelenople. PA 16063 * 724-799-5152

Welcome

Dear Nottingham Condominium Owner,

We are very happy and excited to be contracted with the Nottingham Condominium Owners Association for your community management services as of **May 1, 2024**.

Enclosed is important information about your association. As our procedures may vary from what you are used to, please review the enclosed information to be sure you fully understand the new processes.

We look forward to working with you. If you have any questions about the information in this package, please do not hesitate to contact us.

Our staff is happy to assist you.

Best regards,

A handwritten signature in black ink, appearing to read "Andrew Beneigh", with a large, stylized flourish at the end.

Andrew Beneigh
Custom Community Management
Owner

Contact Information

Association Mailing Address

Nottingham Condominium Association
c/o Custom Community Management
PO Box 2225
Cranberry Township, PA 16066



Custom Community Management

Office hours are Monday through Friday, 9:00 a.m. until 4:00 p.m.

227 S. Division Street
Zelienople, PA 16063
Ph: 724-799-5152
Fax: 724-779-0072
www.cranberrypm.com

Association Information

Dues Collection

Monthly dues payments are due on the 1st. \$150.00 monthly.

Dues checks should be made payable to Nottingham Condominiums and mailed with a payment coupon to:

Nottingham Condominiums
c/o Custom Community Management
P.O. Box 2225
Cranberry Township, PA 16066



If you would like your dues to be processed using ACH, please complete the enclosed ACH form and return it with a copy of a cancelled check to our offices as soon as possible.

Any special assessments are to be paid by check only. They cannot be paid by ACH. There will be assessments due for several units for fire suppression system testing completed the week of April 1, 2024. Once the invoice is received, the cost per unit will be calculated and homeowners will be notified.

Keep your information with us current

Please complete the enclosed owner information form and return it to sue@cranberrypm.com. Your information is for our use only and will remain in-house. Please make sure to keep us posted of any updates to your information in the future.

Exterior Changes

If you would like to make **ANY** exterior changes to your home, you must remember to stay within the guidelines of the governing documents. Please remember that it is your responsibility to stay within these rules. Please remember to fill out and submit an alteration form for approval **BEFORE** you make any changes.

All proposed changes must be approved by the Board of Directors before starting any exterior project. If you have any questions about an upcoming project, please call our office for assistance.

Non-compliance of rules or any exterior changes made without prior approval will be subject to fines until the violation is corrected. For a copy of the rules and regulations, please contact our office.

Resale Certificates

Anyone selling a unit in the association must request a resale certificate from Custom Community Management. This certificate is required by Pennsylvania law.

The purpose of the certificate is to clear the property of all obligations to the Association. An inspection for any violations and a financial review of the property's account will occur before the resale certificate can be issued.

The cost of the resale certificate is \$350.00 from the seller due at the time of request and should be made payable to CCM.

We ask that you submit your request 15-20 days in advance; a minimum of 10 day notice is required by law. Please visit www.cranberrypm.com to fill out a resale certificate request form.

Maintenance Requests

To submit a maintenance request, please go to the Nottingham Condominiums page on the Custom Community Management website page. You will find Nottingham Condominiums under the Communities tab. Click on Maintenance Request (preferred method) and complete the form. The link to the web page is listed here:

<https://www.cranberrypm.com/nottingham-condominiums/>

The preferred method of maintenance request submission is to complete the information online. Your maintenance request will be sent via email directly to your property manager by using this method.

If you are unable to submit your maintenance form via computer, please fill out the form enclosed with this packet. The form can be mailed to:

Custom Community Management
P.O. Box 2225
Cranberry Township, PA 16066

In case of a true maintenance emergency, if you are unable to submit your form at the link above, please contact your property manager. His contact information is listed below.
devin@cranberrypm.com

Nottingham Condominiums has contracted with Medic Mowers for the 2024 season (April through November). A copy of the contract is included with this packet for homeowner reference.

Architectural/Covenant Inspections

Custom Community Management will conduct inspections of the community on a regular basis. Anyone that is in violation of the covenants and architectural rules and regulations will be given notice with a time frame to fix any violations.

Questions and Concerns

If you have any questions or concerns about the Board, buildings, or common grounds, please contact the office via phone or email.

Your property manager is Devin Crepp. Devin can be reached at 724-799-5152 x119 or by email at devin@cranberrypm.com.

DUES PAYMENT INFORMATION

\$150.00 per month

DUE BY THE 1st OF EACH MONTH

You will not be invoiced for your dues. Coupons are enclosed for your use. Invoices will only be sent once an account becomes past due.

Please review your payment options below.

Personal Check/Money Order

What do I need to do? Write a check payable to your unit owners association and mail it along with your payment coupon to the address listed on the coupon. Write your account number on your check. Your account number is your unit number.

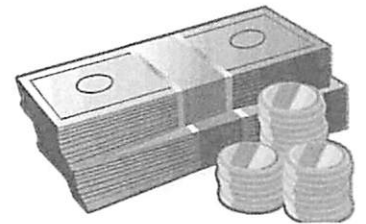
Automatic Withdrawal (ACH)

Complete the enclosed ACH form and return it to Brenda Burr (brenda@cranberrypm.com) with a voided check for processing. Our office must have this information by the 20th of the month to have it active for the next month.

Your Bank's Online Bill Pay

What do I need to do? Set up your association as the payee and have your payments sent to the PO Box address below. Please include your account number on the check. Your account number is your address.

Nottingham Condominiums
c/o Custom Community Management
PO Box 2225
Cranberry Township, PA 16066



Special Assessment Dues (if applicable)

What do I need to do? Write a check payable to your unit owners association and mail it along with your payment coupon to the address listed on the coupon. Write your account number on your check. Your account number is your unit number.

*IF YOU HAVE ANY QUESTIONS,
PLEASE EMAIL
CUSTOM COMMUNITY MANAGEMENT AT
DEVIN@CRANBERRYPM.COM*

NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 5-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 6-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 7-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 8-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 9-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 10-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 11-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUMS Dues: \$150.00
P.O. Box 2225
Cranberry Twp., PA 16066 Due 12-1-2024

Name: _____ Amount Paid:
Address: _____ \$ _____

Make check payable to: NOTTINGHAM CONDOMINIUMS



NOTTINGHAM CONDOMINIUM OWNERS ASSOCIATION
DIRECT DEBIT PAYMENT AUTHORIZATION FORM (ACH)

Resident's Name: _____ Address: _____

Email Address: _____

I authorize Custom Community Management, hereinafter called COMPANY, to initiate debit entries to my () Checking () Savings account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY. Also, if necessary, initiate adjustments for any transactions debited in error.

Depository
Bank Name _____ Branch _____
City _____ State _____ Zip _____
Routing/Transit Number _____ Account No. _____

Monthly Payment of Dues

This authorization will remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Resident Name (please print): _____

Resident Signature: _____ Date: _____

NOTE: IN THE CASE OF REVOKED AUTHORIZATION, ALL WRITTEN AUTHORIZATIONS MUST BE REVOKED ONLY BY NOTIFYING THE ORIGINATOR (COMPANY) IN WRITING NO LATER THAN 15 DAYS BEFORE THE NEXT TRANSACTION EFFECTIVE DATE.

A VOIDED CHECK MUST BE ATTACHED TO THIS FORM.

Please return this Form and your Voided Check to:
Custom Community Management Co.
P.O. Box 2225
Cranberry Township, PA 16066

Forms may also be sent via email to Brenda Burr email address. Enrollment form must be received in our office on or prior to the 20th day of the month to become effective for the following month.

**NOTTINGHAM CONDOMINIUM OWNERS ASSOCIATION
OWNER INFORMATION**

We want to make sure all homeowner information is current so that we may better serve your community. It is very important that we have the correct information on file.

Please fill out this form and return it via email to sue@cranberrypm.com or via mail to Custom Community Management, PO Box 2225, Cranberry Township, PA 16066.

Name(s): _____
(Please include all adults in the home)

Address: _____

Main Phone: _____ Alternate Phone 1: _____

Alternate Phone 2: _____

Primary Email: _____

Secondary Email: _____

Emergency Contact Name: _____

Emergency Contact phone number: _____

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**Is your home a rental unit?     NO     YES    If yes, please complete the information below.**

Homeowner's Name: \_\_\_\_\_

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

Tenant: \_\_\_\_\_

Tenant home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Tenant email: \_\_\_\_\_

Please return to:

Nottingham Condominiums  
PO Box 2225  
Cranberry Township, PA 16066

email to: [tina@cranberrypm.com](mailto:tina@cranberrypm.com)

or fax to: 724-779-0072

|                   |             |
|-------------------|-------------|
| Approved / Denied | Date: _____ |
| Signature _____   |             |
| Comments: _____   |             |
| _____             |             |
| _____             |             |
| _____             |             |

## NOTTINGHAM CONDOMINIUMS

### REQUEST FOR APPROVAL TO MAKE ALTERATIONS TO EXTERIOR OF UNIT OR LAND AREAS

All HOA assessments must be current before submitting application

- Owner(s) Name Requesting Approval. \_\_\_\_\_
- Address where Alteration will be made. \_\_\_\_\_  
Lot#/Unit # \_\_\_\_\_
- Mailing Address of Owner, if different from above. \_\_\_\_\_  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_ Work/Cell: \_\_\_\_\_
- Email: \_\_\_\_\_
- Type of Alteration:  
\_\_\_\_\_ Landscape \_\_\_\_\_ Building Exterior  
Please specify other: \_\_\_\_\_

7. Scope of alteration: Please explain in detail what you are requesting permission to do. Include approximate dimensions, materials being used, location of alteration, colors, etc. Also include any paint samples, material samples, i.e. brick, stone, shingles, literature, and catalog clips.

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Attach a drawing to scale showing all existing elements, including shrubs, porches and proposed alterations. Include the neighboring homes and yard in the drawing on the plot plan, showing the distance from nearest existing elements to proposed additions or alterations.

8. Explain if any existing elements will be affected by this alteration.

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10. Explain the effect the alteration may have on neighbors' to either side of your home.

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11. Signature of your nearest neighbor to the right of your home is recommended to signify they have no objections to this alteration.

\_\_\_\_\_  
Neighbor

Signature of your nearest neighbor to the left of your home is recommended to signify they have no objections to this alteration.

\_\_\_\_\_  
Neighbor

If you are unable to obtain your neighbor's signature, please explain why.

\_\_\_\_\_  
\_\_\_\_\_

12. Expected Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

13. Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand, acknowledge, and agree that any approvals granted by the Declarant or Homeowners Association will not supersede any requirements contained in the Declaration or governmental requirements, and all alterations must comply in all aspects with the Declaration and governmental requirements regardless of any approval herein.

I also acknowledge that my request requires HOA Board Approval. You will receive written notice as to the determination. No work may begin until you receive a written determination. Please make sure you follow all local codes of the municipality.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL REQUESTS MUST INCLUDE A SITE PLAN WITH THE  
ALTERATION DRAWN ON IT**





**Medic Mowers**  
**124 Sumner Street**  
**Ellwood City, PA 16117**  
**724-462-5602**

February 15, 2024

Doug Hoyman

Nottingham Condominium LLC

Medic mowers lawncare will provide lawncare service for the Nottingham Condominium LLC for the 2024 season. The lawncare will be provided on a weekly basis beginning on or around April 1<sup>st</sup> thru about the first week of November depending on the weather. This estimate is for around all the the homes and common areas that were originally discussed and are listed in either options number 1 or 2.

#### OPTION#1

The price for weekly mowing services which includes, mowing, trimming and blowing off debris from sidewalks and driveways when finished. The price is \$225.00 per week. This is only for areas that were originally discussed. This does not include the culdesac area on White fox or the area on Nottingham just past White fox where the property is currently staked out for excavation. This does not include the open space on the west side that was also discussed.

#### OPTION #2

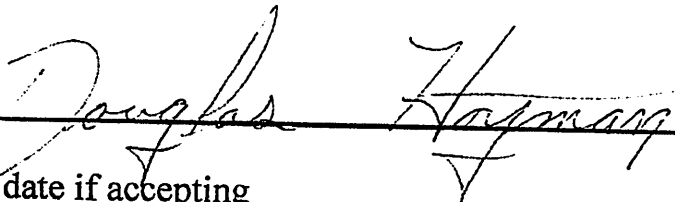
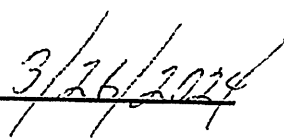
If the other areas within the community were to be added to this estimate then an additional \$75.00 would be added to the cost. This would bring the weekly lawncare service to a total of \$300.00 per week.

The invoice for mowing will be sent out around the first of each month and payments to be remitted to the address above.

We are fully insured and if you need a copy of insurance one will be provided if requested.

If you have any questions feel free to contact me at (724) 462-5602.

To accept this bid please sign below and return this proposal. This proposal is good for 30 days and can be withdrawn at any time.

  
  
\_\_\_\_\_  
Sign and date if accepting

Thank you,



Jeffrey Lowry  
Owner/Operator  
Medic Mowers Lawn Care