

Cramer Mountain Homeowners Association Open House Guidelines

Purpose –To protect and enhance property values, Broker, Community Broker, and individual homeowners may hold Open Houses in the Cramer Mountain Community. The value in promoting the Cramer Mountain Community to potential property owners must be balanced with the rights and privacy of current residents. All Brokers with property listings in Cramer Mountain will be given equal opportunity to hold open houses and will be subject to the same guidelines.

Individual Home Open Houses

- Homeowners and Residential Brokers may hold individual Open Houses on the last Saturday of any month excluding holiday weekends and subject to approval from the Cramer Mountain Homeowners Association. Any Owner/Broker who wishes to hold an open house must complete an open house request form and send to the homeowner association management company.
- Access to an individual Open House
 - Agent – Residential Resale and New Construction. The Agent may coordinate with the security attendant for access to potential buyers. The agent will give maps with directions to the home to the security attendant for distribution to potential buyers. The management company should receive the open house request form at least two weeks before the open house occurs.
 - For Sale By Owner – The Owner may coordinate with the security attendant for access to potential buyers. The owner will give maps with directions to the home to the security attendant for distribution to potential buyers. The management company should receive the open house request form at least two weeks before the open house occurs.

- It will be the responsibility of the Broker/Owner to provide information to the security attendant and management company about the event.
- Broker/Owner directional signs up to 12" x 18" may be used to direct visitors from the entrance to the home and must be removed at the conclusion of the Open House. No open house directional sign may be placed where it may be seen from Cramer Mountain Road. The first directional arrow should be placed near the intersection of Maymont Drive and Boyter Court/Dodsworth Drive.
- For a "For Sale by Owner" Open House, the owner may use a standard open house sign purchased at any store.

Community Broker Open Houses

- Community Broker Open Houses (Open houses for brokers only) may be held on any weekday or Saturday subject to approval from the Cramer Mountain Homeowners Association. All brokers wishing to participate in a Community Broker Open House must complete a request form and send to the homeowner association management company.

Guidelines for Owner/Broker and Community Broker Open Houses

- The Cramer Mountain Homeowners Association reserves the right to approve or deny any open house request for any reason. One example of why an open house application may be denied is, but is not limited to, other community event happenings.
- Brokers wishing to hold a Broker or Community Broker Open House at Cramer Mountain must submit a completed information form to the Cramer Mountain Property Manager at least two weeks before the requested event date.

- A Broker Open House sign at the property will prominently include the name of the Real Estate Company/Companies holding the event as required by North Carolina Real Estate Commission Guidelines.
- All expenses, including but not limited to, decorations, advertising, food, signage and clean up will be the responsibility of the Owner/Broker holding the Open House. Owners/Brokers may, at their option, hold combined Open Houses and share expenses.
- No Broker or Real Estate Company can refer to itself as, or imply that it is, the "Exclusive" or "Official" Marketing entity for Cramer Mountain.
- Cramer Mountain HOA Board Members may attend all Open Houses for the sole purpose of providing information about the community and answering questions.
- All signage may be put out the morning of an Open House and must be removed by the end of the same day.
- Owners/Brokers must be present for Open House at all times.

CRAMER MOUNTAIN OPEN HOUSE RESERVATION REQUEST FORM

Request Date:

Owner/Broker Name:

Firm Name:

Owner/Broker Phone:

Owner/Broker Email:

Firm Broker in Charge:

Type of Open House: Broker Only Open House Public Open House

Date of Open House:

Address of Open House:

Open house requests are taken on a first come, first served basis. Requests are considered confirmed when all appropriate paper work has been submitted to Brown & Glenn and Brokers/Owners have received confirmation from Brown & Glenn.

Please mail this form to:

Brown & Glenn Realty
P.O. Box 158
Gastonia, NC 28053

Or it may be submitted in person to:

Brown & Glenn Realty
111 E. Main Avenue
Gastonia, NC 28052

I _____ (Owner/Broker name) hereby request an Open House and have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

Signature: _____ Date: _____