



THE CRANBERRY BAY HOMEOWNERS' ASSOCIATION INC.

P.O. BOX 1565
BUCKEYE LAKE, OH 43008

www.cranberrybayhoa.com

May 11, 20XX

Dear Homeowner:

Now that your house is on the market, we want to make sure your transition from Cranberry Bay (Maple Bay) is as smooth as possible. There are a few documents that should be shared with buyers at the time of contract. Those documents are available on our website www.cranberrybayhoa.com under "Docs/Forms" and are listed below:

PROTECTIVE COVENANTS

- When you sell property in an area that has Protective Covenants, the seller is required to disclose the Protective Covenants to anyone who goes into contract.
[Cranberry Bay Protective Covenants](#)
[Maple Bay Protective Covenants](#)

DOCK TRANSFERS *(if applicable)*

- To transfer your dock to the new owner, you also must provide the buyer with a copy of the Dock Use and Indemnification License Agreement when you go into contract.
[Dock Use & Indemnity License Agreement \(DUILA\)](#)
- The Dock Transfer Form must also be signed and the \$25 Transfer Fee paid by the buyer at time of closing.
[Dock Transfer Form](#)

WATERFRONT PROPERTY *(if applicable)*

- The **Protective Covenants, Lake Lands Agreement, Grant of Easements and Amended Grant of Easements** all describe and govern how the waterfront strip is to be used.
- It is important that waterfront property buyers understand exactly where their property lines are and where Waterstrip property lines are.
[Grant Of Easements](#)
[Amended Grant Of Easements](#)
[Lake Lands Agreement](#)

HOW ARE YOU LISTING?

- If you are selling your property yourself, you need to share these documents. Please contact CBHA to make sure all documents are prepared for closing and sent to the Title Agency.
- If you are listing with a realtor, they will need this information as you list your property.
- To assist you in this, all of the documents can be mailed to you or your realtor for a small copy fee.

We live in a community with a unique history and unique rules. If you have any questions, please ask. If you are in need of these documents, contact Cindy Wolfe, Real Estate Transfer Chair, at 740 975-4789 or email cindywolfe57@gmail.com.

The Cranberry Bay community will miss you and your family. We hope that you have enjoyed being a part of this community and that you will enjoy your next home.

Sincerely,

A handwritten signature in cursive script that reads "Lisa M. Powell".

Lisa Powell, President
Cranberry Bay Homeowners Association
Lmp8804@yahoo.com