

August 4, 2020; updated August 18, 2020; updated June 15, 2021

Buyer's Alteration Meeting: Everything you need to know!

Who does this apply to: Any Buyer of a property in Rossmoor (except for purchases at The Waterford or in Mutual 61).

Who schedules this: The Buyer or the Buyer's Agent on behalf of the Buyer.

What is the format of the meeting: In-person or by Zoom (Your choice!)

Options on how to schedule the meeting:

- A) Email MODfrontdesk@rossmoor.com (**best option**)
- B) Come to the MOD Front Desk during Visitor Hours, 8 am – 12 noon, Monday – Friday
- C) Call the MOD Front Desk at 925-988-7600 (Wait for the Department Directory, then Press '9')

Please be prepared with the following information prior to scheduling:

- 1) Name of Purchaser
- 2) Address of Property
- 3) Name of Buyer's Agent/Real Estate Company
- 4) Contact Cell Phone Number
- 5) If the meeting is to be done via Zoom, the Email address(es) to where the **Zoom** invitation should be sent (This would usually be the Buyer's email address and the Buyer Agent's email address.)

What information do I receive before the meeting: **The Buyer's e-Packet.** It includes:

- 1) Helpful Department Contact information

- 2) Comcast line-up
- 3) Alteration Permitting Information
- 4) Rossmoor Recycling Guide
- 5) Sign-up for the Golden Rain Handyman Service
- 6) Sign-up for Monthly Coupon Autopay
- 7) Street Map of Rossmoor
- 8) Mutual Map of Rossmoor

You will also receive a copy of the Alteration and Addition Acknowledgement.

If the meeting is by Zoom, the Alteration and Addition Acknowledgment **MUST** be signed by the Buyer and returned **prior** to the Zoom meeting taking place. If the meeting is in-person, the Buyer may sign the document at the meeting.

If by Zoom, when will I receive my Zoom invitation: The invitation will be sent out 12 – 48 hours PRIOR to the meeting occurring.

How long is the meeting: The Buyer's Alteration meeting usually takes approximately 30 minutes.

Is this meeting a requirement for COE: Yes! Please plan accordingly.