

THE COUNCIL OF THE DEVON

APRIL 2015

Announcement of a Devon Policies and Procedures

The Devon Council approved the "Open House Procedures" (listed on the reverse side of this notice), for Realtors and For Sale by Owners (FSBO) at the Council meeting March 30, 2015.

Devon policies regarding "Open Houses" being held at the Devon were recently addressed by Council. Since there were no written Devon procedures in place for these, several condominiums in the area were contacted to determine their procedures, if any. In addition, an Ad Hoc committee, consisting of four owners who are Realtors and several Council members met to study and recommend procedures and policies for future Open Houses. (It should be noted, that two Realtors involved had husbands who are current Council members – these Council members abstained from voting on the actual policy).

In summary, the Committee and Council felt that Open Houses at the Devon have proven to be beneficial to Devon owners and should be continued for the following reasons:

A. Recent Devon statistics:

- Last fall there were 14 units listed for sale at one time; today there are only 6
- In the last 6 months, 8 units SOLD; 2 of these sales were a direct result of an Open House
- Presently, there are 7 units under contract (pending); 3 of these units were also a direct result of an Open House
- Of the 15 units described above, 5 sales (1/3) were a direct result of an Open House

B. Other:

- Frequently, a source of buyers is from owners who live in the Devon and recommend it to their friends; by learning what is FOR SALE and having the ability to visit a unit enables further recommendation to a potential purchaser.
- Provides an opportunity to individuals downsizing, to visit the facilities and learn about the amenities if unfamiliar with the Devon
- Open Houses are another marketing tool available for owners to get their unit SOLD

Devon residents will know when Open Houses are occurring – notification will be posted in elevators Sunday (1-3) and in Mail Room (glass case) Friday – Sunday on weekend of Open House. Residents are invited to attend and recommend the Devon to their friends.

Any questions, call the Devon office.

PLEASE SAVE FOR FUTURE REFERENCE

DEVON COUNCIL OPEN HOUSE PROCEDURES

FOR REALTORS and FOR SALE BY OWNERS (FSBO)

Objective: To provide suggested procedures so Devon owners have all available marketing tools to get their Unit SOLD without inconveniencing other Devon residents.

- Inform the General Manager/Office of date and time; Notification required by 3PM Thursday prior to Sunday Open House
- Open Houses to be limited to maximum of six (6) at one time; Suggested hours for Open House is 1-3PM, Sundays
- Inform the Doorman; Doorman NOT permitted to leave doors unlocked during Open House; Doorman to assist with opening doors for guests and guiding to Greeter for sign-in. When only one (1) unit is open, doorman to be responsible for visitor(s) to sign-in/sign-out
- Devon will provide a "sign-in/ sign-out" book for Visitor signatures
- If more than one unit is open, a Greeter (NOT salesperson) will attend the lobby; Greeter to request Visitor to sign book upon entering and departing
- Greeter may use the small round table at the Lobby front entrance; "Open House Visitors - Please Sign-In" sign permitted on table
- Greeter may distribute a list of the Units open.
- Licensed Realtor (or FSBO) to remain in each Unit during Open House hours
- With GM/office permission, list of Open Houses may be posted Sunday from 1-3pm in elevator and from Friday - Sunday prior to the Sunday Open House in the glass case in Mail Room. (A note on the announcement could read "Devon Residents Welcome"). The organizing Realtor (or FSBO) responsible to post (elevator and glass case) and remove from these as soon as possible following the Open House
- A sign with balloons may be posted at Pennsylvania Ave and at the entrance to the 14th Street parking lot.
- The Devon website may be used to announce an Open House, Condominiums For Sale or For Rent. Submit contact information with your Open House announcement or property listing to the office for posting.