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43-644 Parkway Esplanade W., LaQuinta, CA 92253

AGREEMENT AND INSTRUCTIONS

City of La Quinta, County of Riverside, State of California

In order to proceed with the process of working on your project, we will need you to review and execute this agreement between DONNASHI ENTERPRISES, INC. (hereinafter referred to as DEI) which is a California Corporation located in the County of Riverside, and your association (Project name)

_____ herein after known as HOA.

- #1. It is agreed that the HOA and/or its representative (i.e., management company) will provide DEI will all required documentation per HUD guidelines posted in www.hud.gov Resource page mortgagee letter(s) #09-46B, as well as DEI's questionnaire.
- #2. It is further agreed that the HOA will cooperate with all additional documentation as requested by DEI in order to satisfy guidelines in the #09-46B.
- #3. Some of the Home-Ownership Centers of HUD may require additional documentation identified by DEI or HUD. The HOA understands that supplying this documentation may make the difference between approval or rejection of this project.
- #4. DEI is not responsible for accumulating the documentation required by HUD, the HOA is. DEI is responsible for reviewing documentation and identifying issues that may represent issues that need to be resolved to complete the packaging of the project to HUD.
- #5. DEI will perform certain functions such as a) FEMA map, b) environmental location searches as per the 09-46B.
- #6. DEI will make recommendations to the HOA about documentation and HUD requirements as per 09-46B, however the HOA is responsible for compliance and reserves the right to not provide documentation but may be subject to rejection by HUD with no fault of DEI.
- #7. HUD requires all documentation to be executed and/or recorded in compliance with state law. DEI is not responsible for this, the HOA is. If said items must be purchased from a state or county recorder's office, the HOA is financially responsible for this.
- #8. Missing documentation identified by DEI or HUD must be provided to DEI or HUD in a timely manner.
- #9. Commencement of the review of the HOA documents (first review) will occur within 3 business days of receiving payment, checklist items, questionnaire and supporting documentation in compliance with **09-46B**.
- #10. A list of missing items will be sent to the HOA and/or its representative indicating what is outstanding before submission to HUD.
- #11. DEI will package and submit said condo project package directly to the proper HUD office.
- #12. Additional reviews of trailing documents presented to DEI for review (beyond 3) may be subject to an additional fee of \$150 to HOA.
- #13. The HOA documents will be reviewed and packaged for a non-refundable fee of **\$750**, however if based on an initial review the project does not qualify per HUD guidelines in the 09-46B, a refund of \$600 will be issued but only after the first review and not based on trailing documents which may identify issues that don't meet the standards of HUD guidelines.

PAYMENT:

- A. On the site: **DONNASHI.COM** – A tab choice of Condominiums is available and you can **“PAY NOW”**
- B. You can go to paypal.com and issue funds to DONNASHI@AOL.COM Reason for payment services – put the name of the condominium and your email address & phone number.
- C. You can issue a check to: DONNASHI ENTERPRISES, INC. and send it with this agreement, checklist and documents to: DONNASHI ENTERPRISES, INC., PO BOX 2433, PALM SPRINGS, CA 92263, or physical address on the top of this agreement.

This agreement must be executed by the payer or HOA and sent via email to: Jill@donnashi.com, or fax-760-645-6211 or with the documents. *HOA has been provided with access to Donnashi.com and can upload documents.

Agreed this ___ day of _____ 20___ by: _____ who is authorized to act on behalf of said condominium project listed on the first page of this agreement.

SIGNATURE – _____

[] Signature is typed in, and is binding. Payment to DEI is evidence that I accept the terms of this agreement

Your name: _____ Title: _____

Your phone number: _____ Your email address: _____

The project's full legal name: _____

The condominium's city, state, zip: _____

ACKNOWLEDGED AND RETURNED BY DONNASHI ENTERPRISES, INC.

DONNASHI ENTERPRISES, INC. – REPRESENTATIVE