

# SALE OF A UNIT OVERVIEW

## **GENERAL**

The Association does not have a manager. All administrative tasks are handled by volunteer Board members. This website is to minimize the work of the volunteer Board members, please follow the guidelines.

The Association maintains a secure website at [danburybreakers.com](http://danburybreakers.com) that provides information necessary and useful in completing a sale of a unit. This includes the Association Documents, budget and required forms.

Please note that this section is not for marketing of units.

## **BOARD REPRESENTATIVE**

The Board has appointed one of the Directors to be the liaison in charge of a sale of a unit. The Board Representative is:

Kelly French  
kelly@kellyfrenchrealestate.com  
352-638-1390

## **NOTIFICATION OF INTENT TO SELL**

ARTICLE VIII Section 8.1(a), page 13 of the Declarations reads as follows: “Notice to Association: An Owner intending to sell or lease his or her unit shall give notice in writing to the Board of Directors of such intention, stating the name and address of the intended purchaser or lessee, the terms of the proposed transaction and such other information as the Board may reasonably require (“Owner’s notice”).”

The Board would like advance notice of an intent to sell as early as possible.

## **OWNER’S NOTICE**

The Association has created an Owner’s notice form that contains the information the Board needs to provide approval. The Owners notice form is on the website and is to be filled out for **each person** that will appear on the deed.

## **FEES**

A copy of the budget is on the website that includes the quarterly maintenance fee for the

budget year. Assessments will be provided by the Board Representative. Payment of the maintenance fee and assessments must be up to date to gain Board approval. The Declaration provides three fees for closing that must be paid to the association to gain Board Approval:

1. Screening fee - \$100
2. Estoppel fee- \$150
3. Capital contribution fee - \$750

### **SALES CONTRACT AND CONDOMINIUM RIDER**

Please provide a copy of the Sales Contract and Condominium Rider to the Board Representative.

### **ESTOPPEL**

The President of the Association will sign and notarize the estoppel letter. The President will require confirmation from the Board Representative that all:

- Paperwork and approvals are complete including a completed, notarized copy of Owner's Notice/Application for Approval.
- Association closing fees have or will be paid
- Association maintenance fees are up to date
- Association assessments are up to date and that future payments will be paid • Confirmation that there are no association liens on the property

The estoppel must be provided 10 days before signing to ensure confirmation above.

### **TRANSFER OF TITLE**

The Association requires and will execute a transfer of title form when the unit is ready to close. Please notify the Board Representative and they will fill it in and have the President notarize and file the form.