

The Cove at French Villas Condominium Association, Inc.

c/ Renaissance Management Group
1773 N State Road 7, Lauderhill, FL 33313
(954)693-9989 | info@rmgsouthflorida.com | www.thecoveatfrenchvillas.com

SALES GUIDE

Dear Resident,

We're sorry to hear that you'll be leaving our community, and we want to take this opportunity to thank you for being a part of The Cove at French Villas. We wish you all the best in this new chapter and hope your next home brings you just as much comfort and connection.

To help make your transition as smooth as possible, we've put together this Sales Guide containing essential information to assist you throughout the selling process. Whether you're working with a realtor or handling the sale independently, this guide is designed to support you every step of the way. If you have any additional questions or need further assistance, please don't hesitate to reach out to our team.

ASSOCIATION INFORMATION:

Association Name	The Cove at French Villas Condominium Association, Inc.		
Association Website	www.thecoveatfrenchvillas.com		
Tax ID:	65-079654	Number of Units	188

PROPERTY MANAGEMENT COMPANY:

	<p>Renaissance Management Group, Inc. 954-693-9989 info@rmgsouthflorida.com 1773 N State Road 7 – suite 200, Lauderhill, FL 33313 Hours: Monday -Friday, 9am – 5pm</p>
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FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

Name of Condominium Association: The Cove at French Villas Condominium Association, Inc.

As of: 01/01/2025

Q: What are my voting rights in the condominium association?

A: Each unit is entitled to one vote. If there are joint owners, corporate ownership or other types of ownership other than an individual single-name ownership, a voting certificate is needed to identify the specific individual who has the authority to vote for that unit.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: The documents identify numerous restrictions including restrictions on leasing, the types of authorized vehicles residents are allowed to park on the property, and the process required for making improvements to the units. The specifics of all restrictions are detailed in the Declaration of Condominium (recorded in Book Number 31335, Page 1449 of the Official Records of Broward County, Florida), as well as the Articles, Bylaws, and Rules and Regulations of the Association.

Q: What restrictions exist in the condominium document on the leasing of my unit?

A: New tenants must be screened and approved by the Board of Directors. This includes a credit check and background check. No subleasing and no transient tenants. No lease shall be for less than six (6) months duration. A \$1,500 lease deposit is required for all rentals. Minimum credit score of 700 is required.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: The monthly Association dues is \$391.18. Monthly dues are due on the 1st of each month.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: No.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

Q: Is the condominium created within a portion of a building or within a multiple parcel building?

A: No.

Q: Does the Association have the Right of First Refusal?

A: No.

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

ASSOCIATION APPROVAL PROCESS – BUYER

Buyer Requirements:

- All buyers must be approved by the Board before closing
- Each adult (18+) must submit a completed application form
- The application process can take up to 15 days
- Application Fee: \$150 non-refundable fee per adult or per married couple
- A minimum credit score of 700 is required (at least one individual listed in the sales contract)
- An interview with the Board is required for approval
- Buyers must review all Association documents (available online or from the seller)
- Buyer must obtain unit keys, mailbox key, and pool keys from the seller at closing
- [Click here to download the Sale Application Form](#)

- If any information is left blank, the application will be returned not processed and unapproved.

- **The completed application must be submitted to Renaissance Management Group at least 15 days prior to the proposed closing date. If not, you MUST reschedule your closing.**

Seller Responsibilities:

- Provide buyer with full set of Association governing documents prior to closing
 - Communicate to the buyer any outstanding balances or special assessments
 - Correct any violations on the property before the buyer interview will be scheduled
 - Hand over unit keys, mailbox key, and pool key at closing
 - If the mailbox key is lost or the lock is damaged, contact a locksmith to fix or inform buyer to do so
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ASSOCIATION APPROVAL PROCESS – RENTAL

Rental Policy:

- All prospective tenants must submit a lease application and go through the screening process
 - Minimum credit score of 700 is required (at least one individual listed in the lease agreement)
 - No co-signers are allowed
 - A \$1,500 lease deposit is required for all rentals
 - No lease shall be for less than six (6) months duration
 - No subleasing or transient occupancy is allowed
 - No waiting period to rent – owners can rent right away after purchasing
 - [Click here to download the Lease Application Form](#)
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ASSOCIATION APPROVAL PROCESS – OCCUPANCY (family members or friends – no lease agreement):

- All prospective occupants without a lease agreement must submit an occupancy application and go through the screening process
 - An authorization letter from the homeowner is required
 - A background check is required
 - Occupants must comply with the condominium's rules and regulations during their stay
 - [Click here to download the Occupancy Application Form](#)
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ESTOPPEL AND QUESTIONNAIRE REQUESTS

To streamline the estoppel and condo questionnaire request process, we've partnered with CondoCerts.com. This trusted platform ensures a faster, more efficient, and secure experience. To request an estoppel certificate or condo questionnaire, please follow these steps:

1. Visit www.CondoCerts.com
2. Sign up for an account or log in.
3. Enter the necessary property and client details.
4. Pay any applicable processing fees using secure payment options.
5. Submit your request and we will take care of the rest!

PRICING

	Estoppel Letter	Standard Questionnaire	Custom Questionnaire
Standard (10 business days)	\$299.00	\$240.00	\$290.00
Rush (3 business days)	\$399.00	\$290.00	\$390.00
Delinquent Account Fee	\$150.00		
Update	\$50.00		

INSURANCE INFORMATION

Most mortgages/banks require that they be provided with a "Certificate of Insurance" from the Association insurance agent before they will close the sale. Please note that you or the bank must contact the agent to obtain this certificate.

Certificates of insurance are available by emailing certificates@cothrom.com. Homeowners should include the name of the association and the unit address. Should you require your lending institution and/or mortgagee clause information to be listed on the certificate please include the loan number or mortgage clause.

Cothrom Risk & Insurance Services
Evan Webb | Account Manager
Direct: 754.301.6116 | Office: 954.368.2191

ASSOCIATION DOCUMENTS & FINANCIALS

The following documents are available in the homeowner's portal: Declaration of Condo, Bylaws, Rules and Regulations, Meeting Minutes, and Financials (approved budget, balance sheets, income statements).

- To access the portal, please go to the Association's website www.thecoveatfrenchvillas.com and click on the "Owner Login" tab in the upper right-hand corner.
 - Documents are also available at www.thecoveatfrenchvillas.com/documents-forms/
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“COMPREHENSIVE RIDER TO THE RESIDENTIAL CONTRACT FOR SALE AND PURCHASE” ANSWERS

9. (a) Milestone Inspection Report:

(ii) Not required - The Cove at French Villas was built in 2003, it's required after 30 years.

9. (b) Turnover Inspection Report

(ii) Not required - only if applicable after July 1, 2023. The cove was built in 2003

9. (c) Structural Integrity Reserve Study:

(ii) Not required - The Cove only has 2-story buildings, so SIRS is not required.

Standard condominium documents:

- Budget/financials: Homeowner's Portal
- Declaration of condominium, rules and regulations, and any recent amendments: Association Website

Special Assessments:

There is one special assessment in place:

Reason: Concrete Roof Replacement and Exterior Painting Project

Total: \$850,000.00

Total per unit: \$87.96 per month x 60 (\$5277.60)*

Term: April 2023 - April 2028

*The remaining balance must be collected at closing unless already paid in full

ASSOCIATION DUES

- **Amount:** The monthly Association dues is \$391.18.
- **Due Date:** Monthly dues are due on the 1st of each month.
- **Late Fee Policy:** Interest at an annual rate of 18% (1.5% per month) will begin to accrue on the 16th
- **Methods of payment:** Online Portal, Check or Money Order (via mail or drop off), Bill Pay (via bank)

Online payments fees:

o eCheck (ACH) Payments: \$2.49 per transaction. (Best option)

o Credit Card Payments: 2.99% of the transaction amount.

o Debit Card Payments: \$9.99 per transaction

SERVICES INCLUDED IN THE MONTHLY DUES

Common Area Master Insurance, Common Area Pest Control, Landscaping Services, Management Fee, Reserve Contribution, Trash Collection, Pool Service, Roof Maintenance, Unit Alarm and Monitoring Services, Internet Services (Bluestream). Water and Sewer not included.

Feel free to review the Association annual budget for a detailed breakdown of the costs covered by your monthly payments.

IMPORTANT CONTACTS

- Internet: Bluestream - (954) 332-7465
 - Alarm: ADT - (800) 878-7806
 - FPL: 800-226-3545
 - City of Pembroke Pines Utility Department: 954-518-9000
 - Pembroke Pines Police (non-emergency): 954-431-2200
 - Boulevard Towing: 305-365-5227
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ADDITIONAL INFORMATION

Pets:

- 2 pets are allowed with a weight limit of 50 lbs.

Parking:

- No commercial vehicles are allowed to be parked in the property
- All 3-bedroom units include 2 parking spaces
- All 2-bedroom units include 1 parking space
- The assigned spaces are in front of the unit and marked with the unit number on it
- There are no additional parking spaces available for purchase
- Residents cannot get additional parking spots, other than what is assigned to each unit
- Overnight guests are allowed to use the guest spot up to 48 hours

Pool Key:

- The cost for a set of pool keys (2 keys) is \$50.00
- Payable to *The Cove at French Villas Condo Association Inc.* with cashier's check or money order only
- The pool key can be purchased at RMG (1773 N State Road 7, Ste 200 Lauderhill FL 33313)
- If someone other than the owner is picking up, please send us an email authorization.

Mailbox:

- The seller must give the buyer the mailbox key.
- According to the U.S. Postal Service (USPS), if there is an issue with the lock or if a key has been lost, the resident must contact a locksmith directly to have the lock replaced. Mailboxes are federal property, so the Association does not have the authority to replace keys or make changes to mailbox locks.

Renovations:

- If you are planning to renovate your unit, you must first submit a completed [Architectural Review Committee \(ARC\) Form](#) along with all required vendor documentation to the Board of Directors for approval prior to starting any work. Additionally, a city permit must be obtained when required.
 - Common examples of work that requires permit and a licensed contractor: Replacing water heaters, replacing air-conditioning units, renovation for kitchens or bathrooms, replacing bathtubs or showers, replacing windows or doors, install hurricane shutters, replacing any balcony enclosures), adding light fixtures or electric fan connections.
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For more information, please visit our FAQ Page: <https://thecoveatfrenchvillas.com/faq/>

Should you have any questions or need further assistance, please don't hesitate to contact our office at 954-693-9989 or email us at info@rmgsouthflorida.com for a prompt response.