

THE COVE AT FRENCH VILLAS CONDOMINIUM ASSOCIATION, INC.

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

SALES GUIDE

Dear Resident,

Thank you for being part of The Cove at French Villas community. As you prepare for the sale of your unit, we've created this Sales Guide to provide important information and help make the process as smooth as possible for both owners and realtors. If you have any questions or need additional assistance, please contact our team.

Please note that this guide is a general summary. Official governing documents, Association records, contracts, lender requirements, and applicable law will control in the event of any differences.

ASSOCIATION SNAPSHOT

Association Name	The Cove at French Villas Condominium Association, Inc.		
Association Website	www.thecoveatfrenchvillas.com		
Number of Units	188	Number of Buildings	19
Tax ID:	65-079654	Eff/Acc Year Built	2003

MANAGEMENT COMPANY

Management Company	Renaissance Management Group
Office Address	1773 N State Road 7 – suite 200, Lauderdale, FL 33313
Office Hours	Monday - Friday, 9am - 5pm (Appointment Only)
Phone Number	954-693-9989
Fax	954-722-2287
Email	info@rmgsouthflorida.com
Property Manager	Trisha Soman

SUMMARY

- Association Documents
- Inspections and Repairs
- Estoppel and Questionnaire Request
- Insurance Information
- Buyer Approval Process
- 2026 Monthly Assessment
- Methods of Payment
- Community Rules & Parking
- Renovations
- Important Contacts
- Appendix "A": FAQs Sheet
- Appendix "B": Certificate of Insurance Instructions

1. ASSOCIATION DOCUMENTS

Condo Documents & Forms	https://thecoveatfrenchvillas.com/documents-forms/
Budget/Financials	Homeowner's Portal
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.
Annual Meeting	September 1 at 7:00 PM

2. INSPECTIONS AND REPAIRS

9. (a) Milestone Inspection Report	(ii) Not Required – The Cove is not 30 years old yet
9. (b) Turnover Inspection Report	(ii) Not required – only applicable after July 1, 2023
9. (c) Structural Integrity Reserve Study	(ii) Not required – The Cove only has 2-story buildings

3. ESTOPPEL AND QUESTIONNAIRE REQUESTS

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!

Service Level	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		

4. INSURANCE INFORMATION

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. See instructions at the end of this guide (Appendix B)

NOTE: The Association maintains master insurance coverage for the condominium property. Unit owners should maintain an **HO-6 policy** for coverage applicable to the interior of the unit, personal property, liability, etc.

BUYER APPROVAL PROCESS

SCHEDULE YOUR CLOSING ACCORDINGLY TO AVOID DELAYS

- Allow at least 15 days for Association review after a complete application is received.
- There is no rush option for the application process.
- Do not schedule or complete closing until written Association approval has been issued.
- An exterior inspection of the unit will be conducted. Please ensure your property is compliant.
- Pay all outstanding balances and assessments.
- Order the estoppel and lender questionnaire early enough for the transaction timeline.

APPLICATIONS MUST BE COMPLETE

Blank or missing information may result in the application being returned without processing or approval.

ALL INDIVIDUALS LISTED ON THE SALE CONTRACT MUST APPLY

Each adult (18+) must submit a completed application form and required documents, no exceptions.

GENERAL REQUIREMENTS

Application Form	https://thecoveatfrenchvillas.com/wp-content/uploads/2026/02/TCFV-Application-Sale.pdf
Turnaround Time	15 days from the date the application is COMPLETE
Application Fee (Per Person)	\$150.00 for EACH resident over the age of 18.
Application Fee (Married Couple)	One \$150.00 fee for husband and wife (include marriage license)
Occupancy Limit	Maximum two (2) people per bedroom can reside in the unit.

SPECIFIC REQUIREMENTS

Credit Score Requirement	700 (at least one individual listed in the sale contract, no co-signers)
Minimum Down Payment	No Minimum Required
Vehicle Limit	Maximum two (2) vehicles can be registered per unit
Pets	Allowed, only 2 pets with a weight limit of 50 lbs.

LEASE RESTRICTIONS

Approval	All prospective tenants must submit a lease application and receive Association approval prior to occupancy.
Lease Deposit	A \$1,500 lease deposit is required for all rentals
Waiting Period	n/a
Lease Term	No lease shall be for less than six (6) months duration
Credit Score Requirement	700 (at least one individual listed in the lease agreement)
Co-signers	Co-signers are NOT allowed
Investors	Permitted
Subleasing / Transient Use	No subleasing or transient occupancy is allowed

2026 MONTHLY ASSESSMENT

Amount	\$391.18	Grace Period	10 days
Billing frequency	Monthly	Interest Applied	11th
Due Date	1st	Interest Amount	18% (1.5% per month)

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 (ADT), Internet Services (Bluestream). **Water and Sewer are not included in the monthly fee, homeowners must open a utility account with FPL and with the City of Pembroke Pines.**

Feel free to review the Association annual budget for a detailed breakdown of the costs covered by your monthly payments. Budgets are available in the Homeowner's Portal.

METHODS OF PAYMENT

OPTION 1: ONLINE PORTAL	Payments may be submitted through the online Owner Portal. Homeowners can make one-time payments or set up automatic payments using a checking account, credit card, or debit card. - eCheck (ACH): \$2.49 fee per transaction (recommended option) - Credit card: 2.99% processing fee based on the transaction amount - Debit card: \$9.99 fee per transaction Visit www.thecoveatfrenchvillas.com and click on "Owner Portal" to access it.
OPTION 2: BANK BILL PAY	Use your bank's bill pay service and have the bank mail a check on your behalf. Payable to: The Cove at French Villas Condominium Association, Inc. Mailing Address: The Cove at French Villas Condominium Association, Inc. c/o City National Bank of Florida PO Box 526503 Miami, FL 33152 Reference/Account Number: Your property address
OPTION 3: IN-PERSON DROP-OFF	Payments may be placed in the secure drop box located at the front door of the management office at any time. Renaissance Management Group, Inc. 1773 N State Road 7, Suite 200 Lauderhill, FL 33313 Please make sure payments delivered in person or by mail are received by the 10th of the month to avoid interest charges.

COMMUNITY RULES

RULES AND REGULATIONS:

<https://thecoveatfrenchvillas.com/wp-content/uploads/2024/09/TCFV-Rules-and-Regulations-Rev-Sept-2024.pdf>

KEYS (The seller must transfer the keys)

Pool key	\$50 for a set of 2; cashier’s check or money order payable to The Cove
Mailbox	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. The Association does not have the authority to replace keys or make changes to mailbox locks.

PETS

Pets Allowed	2 pets are allowed
Maximum Weight	The weight limit for a pet is 50 lbs upon maturity
Pets Registration	Each animal must be registered, and proof of vaccination must be presented

TRASH

Trash Pick Up Days	Monday, Wednesday, and Saturday
Bulk Trash	Scheduled every other month (household items only, no construction material)

RESPONSIBILITIES

Unit Maintenance	The unit owner is responsible for plumbing fixtures, air-conditioning equipment, and the electrical system within the unit.
Water/Roof Leaks	Roof leaks or water intrusion should be reported to the management company.

OTHER

New Owners/Renters	All new owners, renters, and occupants must complete Association screening before moving into the community.
Moving Hours	Move-ins and move-outs are permitted Monday – Saturday, 9:00 AM – 6:00 PM. No moving on Sundays.
Unit Use	Units are limited to single-family residential use and cannot be used for commercial or professional purposes.
Construction/Repairs	Work is permitted Monday – Saturday, 9:00 AM – 6:00 PM. No work on Sundays.

PARKING

Parking regulations are actively enforced throughout The Cove at French Villas Condominium Association. Vehicles parked in violation of Association rules may be **towed at the vehicle owner's expense**.

Assigned Parking	The assigned spaces are in front of the unit and marked with the unit number on it
Parking Spaces	All 3-bedroom units include 2 parking spaces All 2-bedroom units include 1 parking space
Third Vehicle	A third vehicle may park in an available guest space on a first-come, first-served basis. A third parking space is not assigned or guaranteed.
Additional Spaces	Additional assigned spaces are not available for purchase or assignment.
Guest Parking	Guest parking is available on a first-come, first-served basis. Overnight guests are allowed to use the guest spot up to 48 hours.
Commercial Vehicles	Commercial vehicles displaying company logos, advertising, or exterior racks are prohibited.
Repairs	Major car repairs are not allowed on Association property.

IMMEDIATE TOWING VIOLATIONS

- Parked on grass
- Parked on sidewalk
- Parked on curb
- Parked blocking other cars
- Parked in the fire lane
- Parked in handicap area no permit
- Blocking Dumpster
- Parked or blocking exit gates
- No License Plate
- Expired License Plate
- Altered Plate
- Commercial Vehicles
- Inoperable/broken vehicles
- Moving Trucks parked overnight
- Moving Pods placed in any guest parking

If Your Vehicle Has Been Towed, please call:

Boulevard Towing
305-365-5227

For Parking Questions, please call:

Renaissance Management Group
954-693-9989

RENOVATIONS

If you are planning to renovate your unit, you must first submit a completed ARC Form, along with all required vendor documentation, to the Board of Directors for approval **before any work begins**.

ARC FORM: <https://thecoveatfrenchvillas.com/wp-content/uploads/2025/03/TCFV-Architectural-Modification-Form.pdf>

City Permits:

- **A city permit must be obtained when required.** Common examples of work that may require a permit and licensed contractor include replacing water heaters or air-conditioning units, kitchen or bathroom renovations, replacing bathtubs or showers, windows or doors, hurricane shutters, balcony enclosures, and certain electrical work.

Working Hours

- Monday–Saturday, 9:00 AM–6:00 PM.
- No work on Sundays.

Approved Front Door Guide:

<https://thecoveatfrenchvillas.com/wp-content/uploads/2025/07/TCFV-Approved-Doors1.pdf>

AFTER CLOSING

- Send a copy of the **Warranty Deed and Settlement Statement** to Renaissance Management Group.
- Once the closing documents are received, a link to the homeowner online portal will be sent to the email provided.
- The **seller is responsible for transferring all keys to the buyer**, including the pool/mailbox keys.

IMPORTANT CONTACTS

911	Police only for emergencies
954-431-2200	Pembroke Pines Police (non-emergency)
954-518-9000	City of Pembroke Pines Utility Department
954-332-7465	Internet: Bluestream
800-878-7806	Alarm: ADT
800-226-3545	Electricity (FPL - www.fpl.com)
305-365-5227	Boulevard Towing

APPENDIX "A"

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

DBPR Form CO 6000-4
Effective: 12/23/02

Name of Condominium Association: The Cove at French Villas Condominium Association, Inc.
As of: 01/01/2026

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.

Cothrom

Risk & Insurance Services

Unit Owners and Certificates of Insurance

Cothrom Risk & Insurance Services appreciates the trust provided by the association to be your insurance brokers. We look forward to servicing you. We will gladly assist you in providing certificates of insurance to your bank.

Email directions

1. Email your request to certificates@cothrom.com.
2. Be sure to provide us with your:
 - a. Condominium Name
 - b. Full name
 - c. Full address including unit number
 - d. Your contact information for questions if needed.
3. If possible, please attach the scanned request form and the letter from your bank
4. Otherwise, please clearly provide the:
 - a. The mortgagee clause which includes the:
 - i. Legal bank name
 - ii. Bank mailing address
 - b. Loan number
 - c. Email or fax number

If you have any concerns or questions with an email request, feel free to call.

Phone directions

1. The fastest methods are listed above
2. If you wish to speak to someone directly, please call (954) 368-2191
3. Please have the information requested above available
4. We may still request you email the information so that we will not make any mistake