#### Coming Fall of 2024

## Standard Document Package



#### **COOCVE Committee:**

- Donna Capobianco
  - COOCVE Pres
  - Cambridge AC
  - CD
- Judith Stagliano
  - COOCVE Secretary
  - Pres Keswick C
  - Keswick AVC
  - CD
- Joyce Wirch
  - Trea & Sec Oakridge V
  - CD



Law Firm:

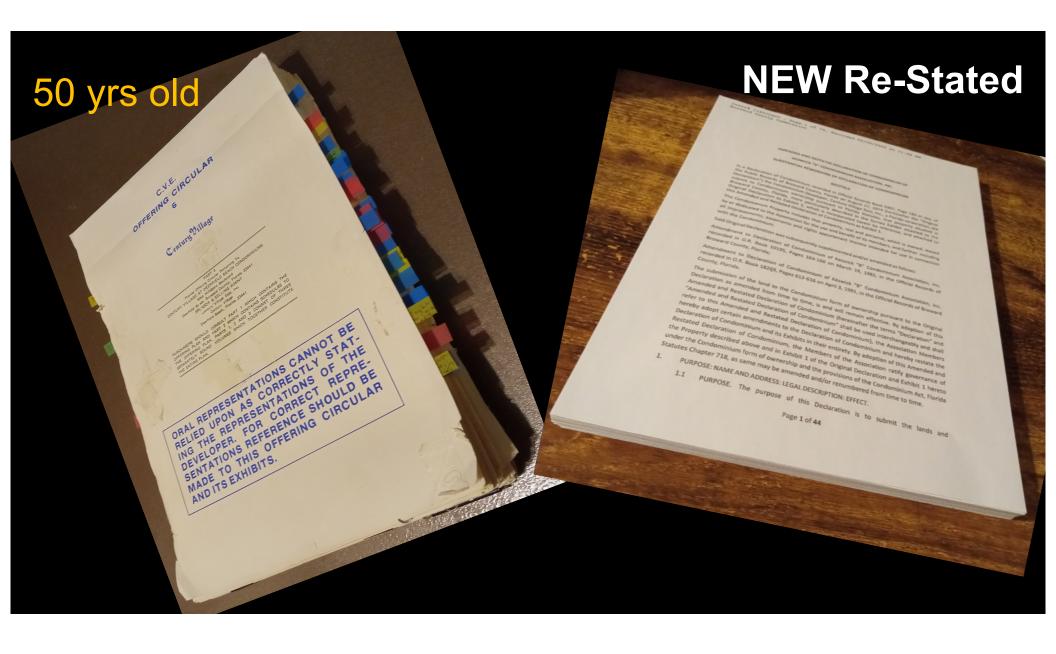
Kaye, Bender, Renbaum (KBR)



#### Phase 1. COOCVE Creation & Preparation

- Mar-June Committee prepared draft of Declaration of Condominium, Articles of Incorporation, By-Laws.
- July-Sept Committee finalizes drafts with Attorney.
- Attorney completes 2 RE-STATED sets of documents to distribute by end of October.
  - Rental
  - Non-Rental

### **MAXIMUM COST TO COOCVE** \$11,000



#### Phase 2: ASSOCIATION Pre-Membership Vote

- 1. Board requests COOCVE send STANDARD DOCUMENT PACKAGE.
- 2. Board sends "VOTE TO PROCEED" Minutes to COOCVE.
- 3. Attorney sends Board retainer agreement to sign and return with check for FLAT LEGAL FEE.

#### No current attorney relationship impact.

#### Phase 2: ASSOCIATION Pre-Membership Vote

- 4. Attorney obtains association's current docs.
- 5. Personalizes your new documents.NOT CUSTOMIZES.
- Approx. three weeks from receipt of retainer & check, association receives completed, personalized package.
- 7. Includes Member cover letter.

Phase 3: ASSOCIATION Membership Affirmative Vote1. Members vote to accept the RE-STATED documents.

2. Board contacts attorney for Broward/State recording &

filing fee total. Broward cost depends on # of pages.

3. Board sends attorney check for recording & filing fee.

**OUTSIDE OF PACKAGE** 

#### Phase 3: ASSOCIATION Membership Affirmative Vote

- 4. Attorney electronically files with Broward and State.
- Once recorded, attorney emails document package to association for distribution to its members.
- 6. You are are all done! > <



- 1. Board requests COOCVE send STANDARD DOCUMENT PACKAGE.
- 2. Attorney obtains association's current docs.
- 3. Attorney PERSONALIZES your documents.
- 4. Attorney emails personalized documents to board.
- 5. Attorney includes Member COVER LETTER.
- 6. Attorney sends documents to Broward & files Articles with State.
- 7. Attorney emails recorded package to Board.

# \$1,500



#### FLAT LEGAL COST TO ASSOCIATION

Broward & State Recording & Filing Fees 100 Pages \$1,500 \$900



Broward recording fees 100 pgs		
Page 1 @ \$10 + \$6.30 processing fee	\$	16.30
Pgs 2-100 @ \$8.50	\$	841.50
State Filing Articles of Incorporation	\$	43.75
Broward + State Recording & Filing Fees	\$	901.55
FLAT LEGAL PKG RATE		\$1,500.00
Email/mail a few before meeting	\$	50.00
Attorney at meeting \$275 hr + travel	\$	400.00
Email/mail a few upon vote	\$	50.00
Other OPTIONAL fees	\$	500.00
WORST CASE ESTIMATE	\$2	,901.55

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# **Under** \$3,000

