

Greetings:

Attached please find the necessary documents for your sale in Berkshire Lakes Master Association.

- 2021 Budget
- 2019 Year End Financials
- Articles of Incorporation
- By-Laws, Covenants
- Rules and Regulations
- Q & A
- Transfer Agreement *
- Contact Information Sheet*
- Homeowners' Disclosure Summary*

If you're a **BUYER**, please complete and return the **Transfer Agreement**, the **Contact Information Sheet** and **Homeowners' Disclosure Summary** (which requires signatures from both buyers and sellers) to "BLMA" (Berkshire Lakes Master Association) with a check for \$125.00 as well as the **first, second and signature page of the Sales Contract**.

These docs can be:

- Emailed to: berkshirelakes@embarqmail.com (you'll need to mail or drop off the \$125 Transfer fee check)
- Mailed to: BLMA at 495 Belville Blvd, Naples FL
- Put in our Drop Box at the Clubhouse front door at 495 Belville Blvd. Naples, FL 34104 for your convenience for rush sales.

Certificates of Approval (COAs) are required for closing and will be issued by the Berkshire Lakes Master Association after these docs and the Seller's Estoppel has been received by the Master Association, and all fees associated have been paid. We do not collect fees at closing for any sales.

If you're a **SELLER**, please share the attached Transfer docs with your BUYER, and then to ORDER ESTOPPELS for Single Family Homes or Condo Associations within Berkshire Lakes Master, please go to www.HomeWiseDocs.com to complete your order.

Annual Maintenance Fees for BLMA are \$535.00 due each January 1st. There's an auto pay form attached if you'd like to set that up for your annual payments.

Please make sure we have the correct mailing address and / or e-mail address to send the COA to your closing agent, (either an attorney or title agency) prior to your closing.

If you have any further questions, please feel free to contact this office at your convenience. Thank you.

Karen Thurner
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berkshirelakes@embarqmail.com

Hours: Mon-Thurs 9:00 a.m. to 2:00 p.m.
Friday 9:00 a.m. to 12:00 p.m.
Closed Weekends and Holidays