

EMERALD ESTATES/INDIAN RIVER HOMEOWNERS' ASSOCIATION, INC.
TRANSFER OF OWNERSHIP POLICY

- SUBJECT:** Adoption of a Transfer of Ownership Policy.
- PURPOSE:** To adopt a standard procedure to assist homeowners when selling their property. To ensure seller's full disclosure to buyers.
- AUTHORITY:** The Declaration of Covenants, Bylaws and Articles of Incorporation of the Association, Rules & Regulations, Policies, and State and Local Laws.
- EFFECTIVE DATE:** June 22, 2023

NOTIFICATION OF SALE

The Association will contact the Seller upon notice of the Seller's intent to sell their property and offer to provide the Seller, or their agent, with the Community's Seller's Disclosure Package referenced below.

SELLER'S DISCLOSURE PACKAGE

The Association will forward the following Disclosure Package to the seller or the seller's agent upon request by the seller. The Package will be sent by electronic communication. The Association will provide the most current documents regarding the Association to ensure the buyer is presented with the documents required.

- Declaration of Covenants, Articles of Incorporation, Bylaws
- Current Amendments to any documents
- Policies and Procedures
- Rules & Regulations
- Owner Information Update Form
- Board Contact Information
- Scheduled Board Meetings
- Architectural Review Form

ESTOPPEL REQUESTS

Estoppel certificates may be requested:

- On the Association's website
- Email: vwetherald@hotmail.com
- USPS: 3333 20th Street, Vero Beach, FL 32960

ADDITIONAL DOCUMENT REQUESTS

Additional document requests may be forwarded to the Board of Directors for review.

AMENDMENT

The Board may amend this Policy as deemed necessary.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of Emerald Estates/Indian River Homeowners' Association, Inc., a Florida nonprofit corporation, certifies that the foregoing Policy and Procedure was adopted by the Board of Directors at a duly called and held meeting of the Board of Directors on this 22nd day of June 2023 the undersigned has subscribed his/her name.

EMERALD ESTATES/INDIAN RIVER HOMEOWNERS' ASSOCIATION, INC.

A handwritten signature in black ink, appearing to read 'Arthur Starr', is written over a light gray rectangular background.

By:

Arthur Starr, President