

Coming 4<sup>th</sup> Quarter 2024

# Standard Document Package



# 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



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**Law Firm:**

- **Kaye, Bender, Renbaum (KBR)**



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## 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

50 yrs old

C.V.E.  
OFFERING CIRCULAR  
6

Century Village

PART 3  
Formal Offering Circular Pertaining To  
CENTURY VILLAGE AT DESFIELD BEACH CONDOMINIUMS  
Developed By: Bob Hillborn Registered  
SENIOR & SELLING AGENT  
Century Village Sale, Inc.  
Desfield Beach, Florida 33441

PURCHASERS SHOULD CONSULT PART 1 WHICH CONTAINS THE  
OFFERING PLAN AND PART 2 WHICH CONTAINS SCHEDULES TO  
THE OFFERING PLAN. PARTS 1, 2 AND 3 CONSIST OF THREE  
SEPARATELY BOUND VOLUMES WHICH TOGETHER CONSTITUTE  
THE ENTIRE PLAN.

ORAL REPRESENTATIONS CANNOT BE  
RELIED UPON AS CORRECTLY STAT-  
ING THE REPRESENTATIONS OF THE  
DEVELOPER. FOR CORRECT REPRE-  
SENTATIONS REFERENCE SHOULD BE  
MADE TO THIS OFFERING CIRCULAR  
AND ITS EXHIBITS.

NEW Re-Stated

AMENDED AND RESTATED DECLARATION OF CONDOMINIUM OF  
KESWICK "B" CONDOMINIUM ASSOCIATION, INC.  
SUBSTANTIAL REMOVAL OF DECLARATION OF CONDOMINIUM

RECITALS

In a Declaration of Condominium recorded in Official Records Book 2027, Page 182 at 142 of  
the Public Records of Broward County, Florida on August 22, 2014 (hereinafter the "Original  
Declaration") the Condominium Association, Century Village Real Estate, Inc., a Florida corporation, did  
submit to Condominium members pursuant to Florida Statutes, that previously submitted to  
Broward County, Florida, those amendments to the Original Declaration, that previously submitted to  
the Original Declaration as Exhibit 1, which is incorporated herein by reference, and attached to  
the Amended and Restated Declaration of Condominium as Exhibit 1.

The Condominium Property includes that property, real and personal, which is owned, leased, held  
by or dedicated to the Association for the use and benefit of its members, and further including  
all improvements, assessments and rights appurtenant thereto intended for use in connection  
with the Condominium.

Said Original Declaration was subsequently supplemented and/or amended as follows:

Amendment to Declaration of Condominium of Keswick "B" Condominium Association, Inc.  
recorded in O.R. Book 10195, Pages 164-166 on March 19, 1982, in the Official Records of  
Broward County, Florida;

Amendment to Declaration of Condominium of Keswick "B" Condominium Association, Inc.  
recorded in O.R. Book 18269, Pages 613-616 on April 3, 1993, in the Official Records of Broward  
County, Florida.

The submission of the land to the Condominium form of ownership pursuant to the Original  
Declaration as amended from time to time, is and will remain effective. By adoption of this  
Declaration as amended from time to time, the Association Members shall be deemed to have  
hereby adopted certain amendments to the Declaration of Condominium, the Association Members  
hereby adopt certain amendments to the Declaration of Condominium and hereby restate the  
Restated Declaration of Condominium and its Exhibits in their entirety. By adoption of this Amended and  
Restated Declaration of Condominium, the Members of the Association ratify governance of  
the Property described above and in Exhibit 1 of the Original Declaration and Exhibit 1 hereto  
under the Condominium form of ownership and the provisions of the Condominium Act, Florida  
Statutes Chapter 718, as same may be amended and/or renumbered from time to time.

1. PURPOSE: NAME AND ADDRESS: LEGAL DESCRIPTION: EFFECT.

1.1 PURPOSE. The purpose of this Declaration is to submit the lands and

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## 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.

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## Phase 2: ASSOCIATION Pre-Membership Vote

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

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## Phase 3: ASSOCIATION Membership Affirmative Vote

1. 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**



# Standard Document Package

## Phase 3: ASSOCIATION Membership Affirmative Vote

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



# Standard Document Package

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**



# Standard Document Package

**FLAT LEGAL COST TO ASSOCIATION**

**\$1,500**

**Broward & State Recording  
& Filing Fees 100 Pages**

**\$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
<b>Broward + State Recording &amp; Filing Fees</b>	<b>\$ 901.55</b>
<b>FLAT LEGAL PKG RATE</b>	<b>\$1,500.00</b>
Email/mail a few before meeting	\$ 50.00
Attorney at meeting \$275 hr + travel	\$ 400.00
Email/mail a few upon vote	\$ 50.00
<b>Other OPTIONAL fees</b>	<b>\$ 500.00</b>
<b>WORST CASE ESTIMATE</b>	<b>\$2,901.55</b>

Coming Fall of 2024

# Standard Document Package

**Under  
\$3,000**

