

Standard Document Package

1st Steps



Standard Document Package 1st STEPS

- A. Board sends to COOCVE properly conducted and **signed** Special or Regular meeting MINUTES showing “BOARD VOTE TO PROCEED”. Motion example:
Motion to adopt the (specify rental or non rental) Standard Document Package not to exceed the amount of \$3,000.
Motion by: 2nd by: Vote: Signature:
- B. Association will receive selected (rental or non-rental) STANDARD DOCUMENT PACKAGE a soon as available from attorney (expected by end of September).
- C. Attorney sends Board retainer agreement to sign and return with check for FLAT LEGAL FEE of \$1,500 when ready to move forward with document personalization.
- D. Board under no obligation until you sign and send retainer agreement to attorney.

(Email any questions to COOCVE@COOCVE.com.)