

## **Beachwood Villas Condominium Owners Association Refinancing Paperwork Administrative Fee Policy**

**The number of unit owners initiating a refinance of the mortgage on their unit has increased significantly over the past few years. With each refinance, the financial institution involved requests information from the association regarding financials, budgets, reserves, insurance, physical facilities, on-going projects, etc. To make matters worse, each financial institution has their own form that must be completed and communicated back to them. Completing the initial form is very time consuming, and typically there are several follow-up phone calls and requests for additional information.**

**Many Condominium Associations charge a fee for completing paperwork and forms to obtain financing. At the February 2013 Board of Directors meeting, it was moved, seconded & unanimously approved to charge a \$50 administrative fee to Unit Owners for completion of refinancing paperwork. This fee will only be charged for completion of refinancing paperwork, not for original purchases.**

**Charging a \$50 administrative fee to complete refinancing paperwork will be implemented at Beachwood Villas effective June 1, 2013. The fee should be paid through in accordance with current payment procedures, and is due at the time the refinance is initiated.**

**BVCOA Board of Directors**

**Reviewed 8/7/2020**