ESTOPPEL; INFORMATION

In order to process a PUD Mortgage Questionnaire, please submit your request to our office at:

Cypress Head Club, Inc.
Clubhouse/Management Office
7501 S. Cypresshead Drive
Parkland, FL 33067

- Attach a check for $299.00 (Standard Fee) **Payable to: Cypress Head Club, Inc.**
- There will be an additional charge for **RUSH ORDERS** (within 72 Hours) of $100.00. **Payable to: Cypress Head Club, Inc.**
- Your request will be processed within 10 business days of receipt of your payment, and within three days for all rush orders.
- Delinquent Accounts (currently with the Attorney) are charged $150.00 plus Standard Fee.
- Refund Process: Refunds will be issued within 30 days of delivery date, upon written notice with reasonable documentation that sale did not take place.

CHECKLIST OF ITEMS FOR BUYERS AND SELLERS

1. Association documents are available for sale through the Cypresshead Management Office. The cost of these documents are $25.00. (Check or Credit Card)
2. Violations listed on the estoppel / deficiency report must be corrected immediately. If they are not corrected immediately, an acknowledgement of the violations is required. This can be accomplished by signing and returning the deficiency report and providing an expected completion date for all items listed. A written response will be provided by management if the completion dates are found acceptable.
3. Welcome Packets will be provided through the Clubhouse post closing. Upon closing, please forward the following documents to establish ownership and update gate access to new Homeowners:
    - **Warranty Deed**
    - **Closing Statement /HUD**
    - **Driver's License and vehicle registrations** for each listed Homeowner and occupants requiring gate access.
    - **Contact Information, Phone #, Email**
    - **Guests and vendor's names** can be added and removed by the Homeowner through an App that we offer; Gateaccess.net (ABDI). Access to the App will be provided after all contact information has been updated for the new Homeowner.

4. Vehicle transponders will be activated for those listed on the Residents security profile as registered Residents. The cost of two transponders was charged on the Estoppel. Any additional transponders thereafter are $26.00 each. (Check or Credit Card)
5. Key fobs for the Fitness Center are available for $25.00 each. (Check or Credit Card) A membership agreement must be completed for each Resident requesting access. Residents requesting must be listed on the Homeowners Security Profile. Key Fobs are Non-Transferrable.

Cypress Head Management Office.
Lori Belfatto; Property Manager; lbelfatto@cypressheadhoa.com
Sharon Sasson ; Bookkeeper; accounting@cypressheadhoa.com
Phone: (954) 753-7900 **Fax:** (954) 341-8491