



BONITA BEACH CLUB

Bonita Beach Club Association, Inc. ("BBCA") 25730 Hickory Blvd. Bonita Springs, FL 34134
CAM@BBCAFL.com FRONTDESK@BBCAFL.com P: 239-992-0588 M-F 9a-4p ET, S-S 9a-1p ET

Bonita Beach Club (BBCA) Sale or Transfer of Ownership of Units

Updated July-2026

The BBCA Declaration section 12.5.3 Procedures provides owners with some guidelines when they are selling or transferring ownership of their condominium unit. This letter summarizes our procedures.

Notice of Sale or Transfer – For the current Owner(s), i.e. the Seller...

1. **Written notice of proposed sale/transfer given to the Association** (Management Office or a board member) at least 20 days before the closing transaction. This notice needs to include: a) name and address of the proposed new owner(s), and b) a copy of the sales contract.
2. **Payment of Sale/Transfer Application Fee of \$150** – Payable to Bonita Beach Club Association. Bring payment to the Office or mail check to Bonita Beach Club Association, Attn Office Manager, 25730 Hickory Blvd, Bonita Springs, FL 34134
3. **Title Company requests an Estoppel Certificate – Fee of \$299 (or \$349 if certificate needed within 3 business days)** – *This request is made by the TITLE Company via the HomeWiseDocs.com (used by the BBCA Accountant, Spires & Associates) and copy request to the BBC Office Manager at CAM@bbcafl.com.* The seller ultimately pays this fee in the closing costs and the title company pays the Accountant. Payment can be by check (either \$299 or \$349), Payable to Spires & Associates and mailed to Spires & Associates, Attn Renee Gamblin, 12734 Kenwood Lane, Suite 25, Fort Myers, FL 33907. The estoppel document provides information about the unit involved in the proposed real estate transaction and the BBCA Association to the Title company and is created by our accountant, Spires & Associates. The request and/or questions can be sent via HomeWiseDocs or Renee Gamblin at renee@spiresassociates.com. **This document must be approved by the Association once completed.**
4. **Ensure your account balance is cleared.** Pay any open charges (Payable to Bonita Beach Club Association. Mail check to Bonita Beach Club Association, PO BOX 63484, Phoenix, AZ 85082-3484, or pay online via your Frontsteps Resident Portal access.
5. **Current Owners to clean out any rented storage area**, such as lockers, bikes, personal watercraft, etc. Any items left will be considered abandoned and disposed of without delay.
6. **Authorization to disclose documents.** By signing this form, the Owner is authorizing the association and its agents to provide any requested information (i.e., board minutes, pending notices, etc.) in writing or verbally to the Buyers.

Before Closing – For the proposed new Owner(s), ie the Buyer...

1. **Review BBCA governing documents** – Official documents include the Declaration, Articles of Incorporation, Bylaws, Rules & Regulations, Resolutions and all amendments to these documents. Sign Exhibit “A” acknowledging your receipt of the governing documents.
2. **New Owner Forms** – Fill out and return asap the ‘Resident Information Form’ and ‘e-Voting and e-Notification Authorization Form’ as shown in Exhibits “B” and “C” respectively. The board should have a copy of the contract, along with all the executed exhibits before your interview.
3. **Interview Call** – a member of the BBCA Board of Directors will have a call with the proposed owner(s).
4. **Board Meetings** – request notice of upcoming meetings and past meeting minutes. Please remember that all assessments will be collected from the unit regardless of the sale, thus it is your responsibility to review the relevant information with the Seller to decide who pays for what.

Closing – For the current Owner(s), ie the Seller...

1. Cancel any automatic payments you established for BBCA, Hotwire and FPL.
2. Notify Florida Power & Light to cancel your account. 1-888-988-8249 or FPL.com
3. Notify Hotwire if you had a premium package to cancel your account; Customer Care 1-800-355-5668
4. Notify the US Postal Service of your forwarding address.
5. Notify the manager’s office that you sold your unit, and provide proof of the sale (i.e. signed disbursement statement from the title company)

After Closing – For the new Owner(s), ie the Buyer...

1. The new owner(s) are now members of the Bonita Beach Club Association!
2. Notify the manager’s office that you purchased your unit, and provide proof of the purchase (i.e. signed disbursement statement from the title company). *This has to be received by the association in order for you to obtain your access code to enter the property and the common area.*
3. Submit the ‘Resident Information Form’ and ‘e-Voting and Notification Authorization Form’ as shown in Exhibits “A” and “B” respectively, if not previously provided. *This has to be received by the association in order for you to obtain your access code to enter the property and the common area.*
4. Set up your Florida Power & Light account. 1-888-988-8249 or FPL.com
5. Set up your Hotwire account (cable/internet). Hotwire Customer Care 1-800-355-5668; any upgraded packages are billed to you.
6. Set up your Frontsteps Resident Portal access. An invitation will be sent to you via email. This provides you access to your condo account balance. Please also consider setting up ACH through the accounting company Spires and Associates.
7. BBCA Welcome Packet is provided to the new owner with essential information, including but not limited to: BBCA online login credentials, Vehicle and Common Room access code, interior/exterior modification form, HOA/Fees payment options, etc.

8. The Management Office needs to be advised if/when the keys or door access codes are changed. You will be contacted if emergency access is required in your absence.
9. Sign-up for ancillary items, if desired: Community Bike/Kayak Program, committees.
10. Sign-up for various storage options (waitlist likely): extra Storage locker, Bike storage, Personal Watercraft Storage. Any storage option that the previous owner had were automatically returned to the association at the time of the closing.
11. Reach out to the BBKA Office with any questions you have about the community, projects, activities, processes, etc.

I/we agree to comply with the terms and conditions outlined in these documents and understand that failure to do so may result in penalties or other appropriate actions taken by the association.

SELLERS:

Signature 1: _____	Unit No: _____	
Printed Name: _____	Date: _____	Phone#: _____
Signature 2: _____	Unit No: _____	
Printed Name: _____	Date: _____	Phone#: _____

BUYERS:

Signature 1: _____	Unit No: _____	
Printed Name: _____	Date: _____	Phone#: _____
Signature 2: _____	Unit No: _____	
Printed Name: _____	Date: _____	Phone#: _____



The Bonita Beach Club Association acknowledges your intent to purchase a unit. The BBKA Board and Office staff are happy to assist you in learning more about the BBKA Community. All governing documents can be accessed via our website: bonitabeachclub.org

BUYER ACKNOWLEDGMENT OF GOVERNING DOCUMENTS

By signing below, I/we acknowledge receipt and understanding of the governing documents of The Bonita Beach Club Association, including but not limited to the following:

Declaration of Condominium: The foundational legal document that establishes the condominium's existence, boundaries, and unit owner rights and responsibilities.

Bylaws: The internal provisions that govern the operation and management of the condominium association.

Rules and Regulations: Additional policies and guidelines set forth by the association to ensure harmonious community living.

Other: Resolutions; Grant of Easement; Process/Policy Explanations/All other documents recorded

Due Diligence: You are responsible for conducting your own due diligence. Verbal representations from anyone are not binding. Any updates, agenda upcoming board meetings or member meeting, possible construction projects, limited access, proposed assessments, should be review by you asap.

I/we agree to comply with the terms and conditions outlined in these documents and understand that failure to do so may result in penalties or other appropriate actions taken by the association.

BUYERS:

Signature 1: _____ **Unit No:** _____

Printed Name: _____ **Date:** _____ **Phone#:** _____

Signature 2: _____ **Unit No:** _____

Printed Name: _____ **Date:** _____ **Phone#:** _____



Bonita Beach Club Association Contact Information (FY2026):

- **Management Office –**

Bonita Beach Club Association, Inc. 25730 Hickory Blvd. Bonita Springs, FL 34134

CAM/Office Manager – Joyce Sissum, phone 239-992-0588, press 2, CAM@bbcafl.com

Front Desk – Kathy Bell; Sheri Stewart, call 239-992-0588, press 1, FRONTDESK@bbcafl.com

Hours – M-F 9a-4p, Sa/Su 9a-1p ET

After hours emergency for Office – 239-398-2479

- **Board of Directors (until Annual Meeting in Nov-2025) –**

President: Robert Calantone, robbscbod@gmail.com 973-216-9157

Vice President: Steve Dalton, stevebbcbod@gmail.com 317-590-5755

Treasurer: Dana Carson, danabbcbod@gmail.com 412-225-8607

Secretary: Jeff Mueller, jeffmuellerbbcbod@gmail.com 630-460-8566

Director: Kevin Ross, kevbbcbod@gmail.com 218-289-1677

- **Accountant –**

Spires & Associates, Attention Renee Gamblin;
12734 Kenwood Lane, Suite 25, Fort Myers, FL 33907;
phone 239-936-4336 x660

Account payments are sent to:
Bonita Beach Club Association, Inc
PO BOX 63484
Phoenix, AZ 85082-3484



**BONITA
BEACH CLUB**

Bonita Beach Club Association, Inc. ("BBCA")
25730 Hickory Boulevard, Bonita Springs, FL 34134
– cam@bbcafl.com frontdesk@bbcafl.com – (239) 992-0588

PLEASE PRINT CLEARLY

Unit Number-Building: _____ Access Code _____ RFID# _____

Unit Owner(s) Name and Contact Info:

Name Home Phone Cell Phone Email Address

Name Home Phone Cell Phone Email Address

LEGAL AUTHORITY TO SIGN DOCUMENTS (if other than Owners above): _____

Other Address for Correspondence: _____ City/State _____ Zip Code _____

Parking spot number: _____

VEHICLES:

Make and Model _____ License Plate: _____ State: _____ Color: _____

Make and Model _____ License Plate: _____ State: _____ Color: _____

OTHERS WHO CAN OCCUPY THE HOME WHEN OWNER NOT PRESENT (they still need to register when present)

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Name: _____ Relationship: _____ Phone #: _____

Signature: _____ Date: _____

_____ Review Keys

_____ CAM



CONSENT TO PARTICIPATE IN ELECTRONIC VOTING AND/OR RECEIVE ELECTRONIC NOTICE

The undersigned, being a member of Bonita Beach Club Association, Inc., pursuant to Florida Statutes Chapter 718 and the Association's Bylaws, hereby consents as follows:

****INITIAL NEXT TO EACH VOTING AND NOTICE TO CONSENT****

____ (initials) **ELECTRONIC VOTING.** By signing this Consent, I/we consent to voting electronically at meetings and elections for the Association to the fullest extent permitted by Florida law. This consent is being provided at least twenty-four (24) hours prior to the meeting requiring the vote. I designate the following email address and phone number for electronic voting purposes:

clearly print email address

phone number

____ (initials) **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of Bonita Beach Club Association, Inc. I designate the following email address and phone number for electronic notice:

(If different from above) print email address

phone number

I/we acknowledge that mailed/paper notice may not be provided to me unless I rescind this consent in writing not less than seven (7) days before the notice of election or other unit owner vote and that any email address provided to the Association for purposes of electronic notice is an Official Record accessible by the Association.

All Owners or the Authorized Voter must **print, sign, and date** below:

Signature 1: _____

Unit No: _____

Printed Name: _____

Date: _____

Signature 2: _____

Unit No: _____

Printed Name: _____

Date: _____