



THE PELICAN BAY FOUNDATION, INC. | 6251 Pelican Bay Boulevard | Naples, Florida 34108  
 Phone (239) 597-8081 Fax (239) 597-7529 | [www.pelicanbay.org](http://www.pelicanbay.org) or [www.pelicanbayforrealtors.com](http://www.pelicanbayforrealtors.com)  
 Brent Edwards, Senior Membership Coordinator – [bedwards@pelicanbay.org](mailto:bedwards@pelicanbay.org)

**ESTOPPEL CERTIFICATE**

FISCAL YEAR 2023 (October 1, 2022 through September 30, 2023)

**CONTACT AND CLOSING INFORMATION**

Submission Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
 Closing Agent/Requestor: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**MEMBER INFORMATION**

**SELLER** (First & Last Name): \_\_\_\_\_ **BUYER** (First & Last Name): \_\_\_\_\_  
**SELLER** (First & Last Name): \_\_\_\_\_ **BUYER** (First & Last Name): \_\_\_\_\_  
**PROPERTY ADDRESS:** \_\_\_\_\_ **UNIT #:** \_\_\_\_\_  
**MEMBER #** \_\_\_\_\_ **ASSOCIATION(S)** \_\_\_\_\_  
 Contact Info: \_\_\_\_\_

**Section A: 2022-2023 Annual Assessment covers October 1, 2022 through September 30, 2023**

Annual Assessment: \$2,684 PAID / UNPAID FOR \_\_\_\_\_  \_\_\_\_\_ Quarter Assessment: \_\_\_\_\_ PAID / UNPAID  
 Account is delinquent and turned over to an attorney.  
 Payable & Mailed to: \_\_\_\_\_

Operating Assessment:	Annual:	\$1,636.00	Quarter:	\$ 409.00
Replacement Reserve Fund:	Annual:	\$ 312.00	Quarter:	\$ 78.00
Bulk Media Agreement:	Annual:	\$ 736.00	Quarter:	\$ 184.00
<b>Total:</b>	<b>Annual:</b>	<b>\$ 2,684.00</b>	<b>Quarter:</b>	<b>\$ 670.00</b>

**Section B: Resale Capital Assessment Fee**

Resale Fee: **\$10,000.00** Buyer Cost Due at Closing Separate Check Payable and mailed to: PELICAN BAY FOUNDATION

**A copy of the Warranty Deed & Settlement Statement (HUD) MUST be mailed to Foundation with resale fee and other applicable fees. Pelican Bay Foundation does offer a one-time Resale Capital Assessment Exemption for current property owners who are moving from one property to another. If member has used the exemption in the past, member is not eligible to apply. Contact the Foundation Office for more information.**

Buyer has been approved for Resale Capital Assessment Exemption of \$10,000. See attached RCAE form.

Resale Capital Exemption Processing Fee: **\$1,000.00** Buyer Cost Due at Closing Separate Check Payable and mailed to: PELICAN BAY FOUNDATION  
 (Must include copy of Warranty Deed)

**Section C: Member ID Cards**

Seller Fee for not returning all Foundation ID Cards: **\$500.00** Seller Cost Due at Closing Separate Check Payable and mailed to: PELICAN BAY FOUNDATION

# \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_

Seller has turned in ALL Foundation ID Cards and does not owe \$500.00

**Section D: Estoppel Fee**

Estoppel Processing Fee: **\$250.00** Seller Cost Due at Closing Separate Check(s) Payable and mailed to: PELICAN BAY FOUNDATION

Estoppel Expedite Additional Fee: **\$100.00** (Optional) Seller Cost Due at Closing Estoppel completed within 3 BUSINESS DAYS of Request Date

**Section E: Additional**

1. Is there any open violation of rule or regulation noticed to the unit owner in the association official records? YES NO
2. Are there any current or future fines for this parcel? YES NO
3. The Pelican Bay Foundation does not require approval for transfer of unit. Approval may be required by condo sub-association.
4. The Pelican Bay Foundation does not have a "right of first refusal" provided to the members or the association.
5. The Pelican Bay Foundation maintains insurance through Gulfshore Insurance, 4100 Goodlette Frank Rd., Naples FL 34103 - 239-435-7119

**Assessments**--The Pelican Bay Foundation, Inc. is a homeowner's association, pursuant to the declaration for Pelican Bay under Florida law. Membership is required of all property owners in Pelican Bay. It annually assesses its members for Foundation operating expenses including office, recreational, social and building maintenance operations. Billing is in the fourth quarter of each year, and in the event the unit is a condominium, the billing is paid by the condominium association. In the event a unit is a single family or commercial property, the billing is paid directly by the owner. The Foundation's fiscal year begins Oct. 1st of each year and assessment payments are due then. **Foundation Membership and Re-Sale Capital Assessments**--Membership in the Foundation is mandatory for the named owners upon submittal of an application, transfer of the property and payment of the Re-Sale Capital Assessment. The buyer pays the fee, which is to be collected at the time of closing. The Foundation requires a copy of the closing statement, deed and the capital assessment fee for membership. The Foundation reserves the right to inspect the deed to determine ownership on which Foundation membership is based.

The above is true to the best of my knowledge this \_\_\_\_\_ date of \_\_\_\_\_.