

DOCUMENTATION FOR CHESAPEAKE POINT FLOW SHEET

#	DOCUMENT	SOURCE	SUBMIT TO	COMPLETED BY	DATE	NOTES
1	Purchase & Sale Agreement	Buyer and Seller	Monarch Management	Buyer and Seller		Contact Monarch Management or a Board Member for form.
2	Application For Residency	Monarch Management	Monarch Management	Buyer		Basis for background check.
3	Background Check	Monarch Management	Board President or Assignee	Monarch Management		Must be acceptable to proceed with vetting.
4	Vetting	Board President or Assignee	Board of Directors	Board President or Assignee		Must be approved by Board of Directors for occupancy.
5	Fair Housing Act Form	Monarch Management	Monarch Management	Buyer		Occupant must be 55 years of age.
6	Rules and Regulations Acknowledgement Form	Monarch Management	Monarch Management	Buyer		Acknowledgement of members obligations.
7	Share Transfer Form	Adams & Reese or Board of Directors	Adams & Reese	Board President or Assignee		Must be approved by Board of Directors.
8	Prospectus Acknowledgement Form	Monarch Management	Monarch Management	Buyer		Buyer must be provided a prospectus by seller or Co-Op at a cost.
9A	Assignment of Boat Slip Lease Agreement Form	Monarch Management	Monarch Management	Buyer and Seller		Assignment of Boat Slip to Buyer from Seller.
9B	Boat Slip Lease Agreement Form	Monarch Management	Monarch Management	Buyer and Board of Directors		Assignment of Boat Slip by Board of Directors.
9C	Boat Slip Rules and Regulations Form	Monarch Management	Monarch Management	Buyer		Acknowledgement of members obligations.
10	Closing					For members only.