



MISSION BAY COMMUNITY ASSOCIATION, INC.
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CHECKLIST OF ITEMS FOR REAL ESTATE AGENTS, TITLE COMPANIES, CLOSING ATTORNEYS, BUYERS & SELLERS OF PROPERTY IN MISSION BAY

The following items must be transferred from seller to buyer, at or before closing of a home in Mission Bay:

1. Association documents for both **one-tier** of Harbour Springs, Cordova, and La Costa and the **two-tier** Villages of The Isles, Laguna, Las Flores, Reflections, Regatta, Sonata, and Ventura. Please call the office at 561-479-1900 to request the association documents. Documents are free via email or \$50.00 for a hard copy. The one-tiered villages do not have separate homeowners' associations – they fall under the jurisdiction of Mission Bay Community Association.
2. Basic cable and internet with Hotwire included. Call Customer service to set up your account or get additional services at your own cost at **1-800-355-5668**.
3. Application for Purchase is for **ALL** Villages in Mission Bay Community Association. The application fee is **\$200.00** non-refundable for the master association. For two-tier villages **ONLY**, sub-association approval is required to process master association application. Application will be reviewed by the Board of Governors of MBCA. A Certificate of Approval will be provided to the buyer. A background check will be issued **ONLY** for one-tier village applicants. Additionally, there is a **\$150.00** non-refundable pet fee per dog (max. 2) payable to Mission Bay.
4. Access cards for the Fitness Club, Pickleball Courts and Tennis Courts – Mission Bay has a card access system whereby cards are activated and deactivated as needed. New owners must complete an affidavit, from which information is inputted into the card access computer system. New cards will be issued only after this information is obtained. Lost, stolen or damaged cards will be de-activated and replaced at a charge of **\$20 per card**. A resident must be at least **15 years old** to obtain an access card to utilize the gym. Children of at least 13 years old may use the pool unattended, if the parents feel they have the swimming skills needed and they purchase an access card for the child. The pool is swimming at your own risk, so only purchase your child an access card if they have this skill set and the maturity level to swim without adult supervision.
5. Maintenance assessments for Mission Bay are collected on a quarterly basis, due on the first day of each quarter (January, April, July, and October). The amount of the maintenance assessment is **\$850.00** per quarter. This assessment is for Mission Bay Community Association only, the master association. Late fee after the 15th is \$25. The two-tiered villages listed above also have maintenance assessments.

A Welcome Packet will be given to each new buyer, so they know exactly what is expected in the community. Before an owner can make any type of addition or revision to a property, they must obtain approval by submitting an application. A copy of the warranty deed, closing statement and property survey must also be received in the administration office.

It is your responsibility in assisting your client with an introduction to Mission Bay. The estoppel charge is **\$290.00** for delivery within **10 business days**. The expedited extra estoppel fee is **\$100.00** within **3-4 business days**. Estoppel payment is required prior to information being processed. You can send a check or money order to the Mission Bay office, payable to Mission Bay.

Thank you for your cooperation with these procedures. We enjoy having informed and happy residents in Mission Bay. You will help by advising your clients about these procedures and making their arrival a pleasant one.

Mission Bay Community Association, Inc.

Revised 1/28/2026