

Mariners Cove Process: Updated: 01/15/2026

On-Boarding New Owners & Maintaining Directories

Overview: The process begins with realtors contacting Property Managers on behalf of prospective buyers and ends with a new owner having the information, tools and contacts that they need to operate and feel welcomed into their new home.

Process Description:

- 1.) Realtors contact Property Manager to receive a “Realtors Packet” that includes:
 - Financial Information
 - Meeting Minutes
 - Insurance Documentation
 - Bylaws and Articles of Incorporation
 - Other documents as deemed necessaryProperty Manager fields questions in coordination with Board President.

- 2.) Property Manager is informed of closing and given names and contact information of new owners:
 - Collects initial fee and sets up AppFolio payment system.
 - Sends emails info to Hospitality Chair and copies BOD including: owner names, unit #s, garage #s, and all contact info.

- 3.) Secretary on the Board of Directors updates these documents as info becomes available:
 - Owners Directory
 - Garage Directory
 - Boat Slip AssignmentsSecretary on the Board of Directors sends updated documents to:
 - Property Manager and posts to appropriate web sites.
 - Board Vice-President for changing key fob assignments.

- 4.) Hospitality Committee contacts new owners to set and conduct “Meet and Greet.”

- 5.) Hospitality Chair notifies BOD members when process is complete or otherwise concluded, as some owners decline the option.