Association Guidelines – Administrative Fee (Ownership Change)

The Eighth Amendment to the Village Park Declaration confirms that the Association will collect a reasonable one-time Administrative Fee whenever ownership of a Subdivision Lot (improved or unimproved) or a Twinplex Unit changes (a "Transfer"). This fee supports essential administrative tasks such as updating Association records, providing required governing documents, responding to seller and buyer inquiries, and verifying that the seller's account is fully settled before the Transfer is completed.

The **$200 Administrative Fee** shall be paid at closing, with responsibility for payment determined by the terms negotiated between the buyer and seller in the sales contract.