

seascape **REAL ESTATE** **AGENT** **PACKET**

Provided by:



HOMEOWNERS
ASSOCIATION

with input from current
owners at Seascape

ABOUT THIS PACKET FOR REAL ESTATE AGENTS

Whether you have been listing and selling units at Seascaple for years or are just getting started, this packet was created primarily to help real estate agents provide accurate **information about Seascaple to prospective buyers**.

This packet is divided into the following parts:

Part 1: Providing Accurate Info to Prospective Buyers

Part 2: Worksheets Available to Real Estate Agents

The first section outlines info to provide to prospective buyers about the unit. The second section displays the editable worksheets that are available for real estate agents to customize and provide to prospective buyers.

Additionally, throughout this packet, there will be suggestions of specific information for you to gather pertaining to units you list for sale at Seascaple. To help you keep track of this information, blank fields are included for you to input the data.



This packet is **provided as a courtesy** by the Seascaple HOA office and Seascaple HOA Board and is **not intended to provide legal, financial, real estate, or other professional advice** pertaining to listing, selling, or searching for units at Seascaple. If you have specific questions, it is recommended to **seek guidance from professional service providers**.



Here is the URL to access an electronic version of this packet: tinyurl.com/Y24S2JJU



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Part 1:

Providing Accurate Info to Prospective Buyers



GATHER INFO ABOUT THE UNIT AT SEASCAPE



If you are listing a unit for sale at Seascap, make sure **prospective buyers have all the info they need about Seascap, Seascap HOA, the applicable Phase COA, and the unit.**

Each unit at Seascap is unique, and as such, certain things are handled differently from one building to the next and one Phase to the next. Outlined below are a few things for you to gather pertaining to the unit for sale – all of which will be essential to provide to prospective buyers.

1. Full Unit Address

- List the **full address** for the unit, including the street address (including building number) & unit number.
- Refer to the chart on the next page for the proper address format for Seascap units.



2. Contact Info

- **List the contact info for Seascap HOA and the applicable Phase manager.**
- A worksheet called 'Important Contact Info for Prospective Buyers' is provided in the last section of this packet.



3. Assessments & Dues

- Provide the **annual assessments** for both Seascap HOA and the Phase COA.
- Include assessment history, such as recent increases in dues and/or special assessments.
- A worksheet called 'Dues & Assessments Info for Prospective Buyers' is provided in the last section of this packet as an example.



4. Identify Items Covered by Dues Assessments

- List all the items and services that are covered by the annual dues payments, such as landscaping, pools, cable, Wi-Fi, etc.
- A graphic illustration is provided in the **PROSPECTIVE BUYER PACKET**.



5. Other Expenses

- List other expenses associated with the unit for sale, such as property taxes, insurance, utility bills, other out-of-pocket expenses, etc.
- A worksheet called 'Other Expenses Pertaining to this Unit' is provided in the last section of this packet.



PROVIDE PROSPECTIVE BUYERS WITH FULL STREET ADDRESS & UNIT

It is important for real estate agents doing business at Seascape to provide prospective buyers with the full street address and unit number. If the unit for sale is in a named building (like Ariel Dunes I), providing that may also be helpful.

The full address for every unit at Seascape includes two parts:

- 1) Street address (include the building number)
- 2) Unit number

The table below displays the correct way to format full unit addresses for each unit at Seascape.

Building Name		Full Unit Address Format*
Ariel Dunes I		112 Seascape Blvd, Unit #
Ariel Dunes II		122 Seascape Blvd, Unit #
Majestic Sun	A Bldg.	1160 Scenic Gulf Drive, A Unit #
	B Bldg.	1200 Scenic Gulf Drive, B Unit #
The Grove		[Building #] The Grove Drive, North, Unit # (Ex: 56 The Grove Drive, North, Unit 111)
Wyndham		77 Seascape Blvd, Unit #
Villas **		[Building #] Street Name, [Unit #] (Ex: 123 Sandpiper Bay, Unit 6F)



* All units utilize the same city, state, and zip: **"Miramar Beach, FL 32550"**

** Villas include: Lakefront, Boardwalk, Golden Pond, Triangle, Tennis Village, and other Golf Villas

Enter the full address for the unit in the space below.

Unit Address	_____, Unit #_____ Miramar Beach, FL 32550
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Note: A map containing all the street names in Seascape appears in the very last section of this packet to help you identify the street address for your unit.

SEASCAPE NEIGHBORHOOD MAP

Use the map below to identify the neighborhood for your unit at Seascape. The nine (9) villa neighborhoods are in orange and the four (4) high-rises are in purple. The Grove, currently under construction, is in blue.



Additionally, each Seascape neighborhood is featured in the Visit Seascape packet.
Link to view the Visit Seascape informational packet: tinyurl.com/YY8JWKDB

SUMMARY OF WORKSHEETS FOR REAL ESTATE AGENTS



These worksheets are provided as a courtesy to real estate agents representing owners or prospective buyers within Seascope. Go to the link listed at the bottom of this page to access these **editable worksheets to customize** for your unit for sale. **Copies of the worksheets are also provided in the last section of this packet.**

Worksheet	Description
#1: Important Contact Info for Prospective Buyers	▪ This worksheet summarizes the important contact info pertaining to the management of Seascope HOA and the Phase COA.
#2: Assessment & Dues Info for Prospective Buyers	▪ This worksheet is provided for real estate agents to fill in the blanks pertaining to the assessments and dues specific to your unit.
#3: Other Expenses Pertaining to this Unit	▪ This worksheet enables real estate agents to provide additional info to prospective buyers pertaining to additional expenses associated with the unit.
#4: Seascope Map with Street Names	▪ A Seascope map is included that lists all the street names in Seascope. ▪ Position the green star in the worksheet to identify the exact location of your unit.

Link to access these Worksheets: tinyurl.com/Y24S2JJU

PROSPECTIVE BUYER PACKET – PROVIDED BY SEASCAPE HOA

The Prospective Buyer Packet was created primarily to provide accurate information about Seascape to all prospective buyers. The Buyer Packet is designed for owners and real estate agents to be able to distribute to prospective buyers. A printed copy can be left in the unit for prospective buyers to view during showings or open houses.



The Buyer Packet is divided into the following sections:

- **Section 1:** Specifics about Unit For Sale
- **Section 2:** Specifics About Seascape
- **Section 3:** Seascape Amenities & Recreation
- **Section 4:** Resources for Prospective Buyers at Seascape
- **Section 5:** Seascape Maps

The first section provides information that prospective buyers are recommended to obtain pertaining to the specific unit for sale. The second section focuses on providing accurate info about Seascape HOA & Seascape in general. The third section provides information on the Amenities at Seascape. The fourth section contains various useful resources for prospective buyers. The last section includes a few maps of Seascape.

Link to access the Prospective Buyer Packet: tinyurl.com/YYONRAD6

LIST OF ASSOCIATION MANAGERS AT SEASCAPE

Please refer to the table below for the contact information associated with the Phase Manager for each Phase COA at Seascapc.

Phase	Association Manager	Phone	Email Address
Phases 1	<u>First Service Residential</u> Elizabeth Baker	850-691-0971	elizabeth.baker@fsresidential.com
Phases 2 & 3	<u>Progressive Mgmt of America, Inc</u> Carol Williamson	850-374-7717	cwilliamson@pmainfo.com
Phase 4 & 5A	<u>Emerald Coast Association Mgmt.</u> Lisa Gelder	850-654-8660 Ext. 202	lgelder@ecam.net
Phases 5 & 7	<u>Gulf Coast Mgmt</u> Waverly Johnson	850-654-3866	gulfcoastmgmt@msn.com
Phase 6A & 6B	<u>Absolute CAM Services, LLC</u> Mechala Miner	850-424-5541 Ext. 125	mminer@absolutecamservices.com
Phase 7C	<u>Panhandle Property Group</u> Jon McLeod	850-226-8811	jmcleod@panhandlepropertygroup.com
Phase 8A	<u>Self-Managed</u> Greg Franklin	850-691-5568	gfranklin1203@bellsouth.net
Phase 9A	<u>Emerald Coast Association Mgmt.</u> Erin Huegerich	850-654-8660 Ext. 229	lgelder@ecam.net
Phase 10	<u>Virtuous Mgmt. Group</u> Kandi Reeves	850-217-2610	kandi@virtuousmg.com
Wyndham	<u>Wyndham</u> Erin Maloney	850-269-3000	erin.maloney@wyn.com
Majestic Sun	<u>First Service Residential</u> Leigh Ann Johnson Jessica Brown, Admin	850-837-0977	leighann.johnson@fsresidential.com jessica.brown2@fsresidential.com
Ariel Dunes I	<u>Virtuous Mgmt. Group</u> Debbie Kotke, CAM Stephanie Bargas, Admin	850-269-7723	dkotke@virtuousmg.com ad1admin@virtuousmg.com
Ariel Dunes II	<u>Virtuous Mgmt. Group</u> Pam Miller, CAM Donna Reavely, Admin	850-837-0965	pmiller@virtuousmg.com ad2admin@virtuousmg.com
The Grove	<u>Virtuous Mgmt. Group</u> Nicole Neumann, CAM	850-961-4212	nneumann@virtuousmg.com
Seascapc HOA	<u>Virtuous Mgmt. Group</u> Danny Lightfoot, CAM Jordan Graham, Asst CAM Kelly Cipriani, Admin	850-269-0122	danny@visitseascapc.com jordan@visitseascapc.com admin@visitseascapc.com

Part 3:

Worksheets

Available to

Real Estate Agents



Link to access an editable version of these Worksheets:
tinyurl.com/Y24S2JJU



IMPORTANT CONTACT INFO FOR PROSPECTIVE BUYERS (SEASCAPE HOA & PHASE COA)

Seascape HOA (master association HOA at Seascape) contracts with a local association management company to handle the day-to-day activities of the HOA. The contact info for Seascape HOA is provided below. The Seascape HOA Office is open daily from 9 am to 5 pm, including weekends.

Contact Info for Seascape HOA (master association)	
Management Company	Virtuous Management Group
CAM / HOA Manager	Danny Lightfoot
Assistant HOA Manager	Jordan Graham
Mailing Address	11490 US HWY 98 W, Ste 300 Miramar Beach, FL 32550
Phone Number	850-269-0122
Email Address	info@VisitSeascape.com



There are 18 Phases at Seascape and all units belong to one Phase. A list of Phase Managers is provided in this Packet. If the Phase name/number is unknown, prospective buyers should contact the real estate agent or the seller of the unit to obtain the contact info for the unit's Phase management company. More information on Phases is provided in this packet.

Contact Info for Phase Condominium Association (COA)	
Phase Name / Number	
Management Company	
CAM / Phase Manager	
Primary Contact	
Mailing Address	
Phone Number	
Email Address	





ASSESSMENT & DUES INFO FOR PROSPECTIVE BUYERS (SEASCAPE HOA & PHASE COA)

It is recommended to enter the unit address and number of bedrooms in the fields below.

Full Unit Address at Seascape	_____, Unit #_____ Miramar Beach, FL 32550	
Total Number of Bedrooms in Unit		

All units at Seascape belong to two (2) associations based on the number of bedrooms in the unit: 1) Seascape HOA (master association) and 2) Condominium Association (phase COA). As such, all units pay dues to two separate entities. The table below is provided for prospective buyers to fill in the assessments and dues for each association. To obtain the dues info, use the contact info for the management companies on the prior page.



	Seascape HOA	Phase COA
Current Year Annual Assessment Amount	\$	\$
Payment Frequency	Quarterly	
Due Dates	Jan 1, Apr 1, Jul 1, Oct 1	
Payment Methods Available	Online Payments, Electronic Bill Pay, Coupon Books	
Upcoming Special Assmt, if applicable	None	
History of Special Assmts	None	
Other Info Pertaining to Assessments or Dues		

For information on **Seascape HOA's financials**, such as the budget, click the following link: tinyurl.com/YYZRZOKG.



OTHER EXPENSES PERTAINING TO THIS UNIT

In addition to Seascape HOA quarterly dues (master association) and Condominium Association dues (Phase COA), there are **additional expenses associated with units at Seascape, such as property taxes, condo insurance, electricity in the unit, etc.** The table below is provided for prospective buyers to fill in the other expenses associated with the unit.

Property Taxes	
Parcel ID Number	
Annual Property Tax Expense	\$
Walton County Tax Collector Site	http://www.waltontaxcollector.com/services/property-taxes/real-estate-property-tax



Condo Insurance	
Current Insurance Provider	
Annual Insurance Expense	\$



Electricity	
Electric Provider	Florida Power and Light
Annual Electric Expense	\$
Gulf Power Customer Service	800-225-5797



Other Expenses	
Vehicle Passes	Refer to Seascape HOA's Amenity Fee Policy
Other: _____	\$
Other: _____	\$





SEASCAPE MAP WITH STREET NAMES



All the streets at Seascape are identified on the map below. The location of this unit is indicated with a green star in the Seascape map below.

