**Instructions and Process for becoming a member of the**

**Oak Lake Estates Homeowners Association**

Welcome!

We look forward to having you join the Oak Lake Estates Homeowners Association. With a fun summer ahead, we believe you will enjoy having full access to the lake and park designated for HOA members.

Below is a simple outline of the process to follow:

If you would like to become members of Oak Lake Estates HOA, please fill out the attached initial form requesting to “Opt In” to the HOA.

Please have homeowner(s) of record sign and either send back original signed copy via US mail (you can drop into our secured Mailbox at 84 Oak Valley Dr), or let us know when it is completed, and we will arrange to pick the form up.

The Board of Directors will then prepare the formal paperwork for you. Owner(s) of title and signatures will be verified at Maury County Deed Office then notarized by a representative of the HOA Board

The HOA will then record it at the Maury Co. Register of Deeds. Once that is completed you will be notified and be officially members of the HOA.

The cost to join the HOA is a one-time filing fee of $75.

The remainder of the year’s dues will be calculated from the 1st of the month following our recording the forms, prorated at $11.59 per month remaining in the year.

Thereafter the HOA dues are billed in December, payable in January for the next full year. Currently the dues are $139 per year.

You will be issued a lake/park access key card through the Board of Directors. The initial Lake Key is provided at no charge to new homeowners or new members. The lake entrance is gated and monitored by video. Key cards are numbered and assigned to the homeowner. Homeowners are responsible for anyone using their lake access card.

Should you need a replacement lake card, email us and we will arrange to get you one. Replacement card fees:

 Lost card: $15 (previous card will be deactivated)

 Second card for household: $40 (maximum 2 cards issued per household)

Our website, olehoa.com, has the homeowner association bylaws as well as other information regarding the HOA. For your reference, you can also look up your CCR’s, which are filed with the county by the developer (not to do with the HOA, all homes are subject to these CCR’s).

Please contact the board at olehoaboard@gmail.com if there are questions or concerns.

Warmest Regards,

Oak Lake Estates Board of Directors