

HIGH TIDE

ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

Dear Woodlake Owner:

We would like to take this opportunity to welcome you as a member of the Woodlake Horizontal Property Regime Owners' Association. Congratulations on your purchase of a Woodlake Villa; we hope you get many years of enjoyment out of its use.

In accordance with the Master Deed of Woodlake, your Board of Directors has appointed High Tide Associates, Inc. as the Property Management company to provide services to the Regime.

We urge all property owners to please read your Regime Master Deed and By-Laws carefully. These documents detail how the Association is set up and run. These documents as well as other pertinent information and forms are contained on the enclosed flash drive. **We urge you to review each one.** Additionally, most of this information can be found at woodlakevillashi.com.

The documents for Woodlake Villas call for all members to pay fees imposed by the Association to meet all Association common expenses. The current regime fees are **\$619.00** per month. These fees are due on the first of every month and considered late if not paid by the 15th of the month. A new payment coupon book will be sent to you separate from this letter unless you are on ACH. If you are not on ACH, we can provide you with the forms to set up an automatic (ACH draft) payment of your monthly fees. Make all checks payable to "Woodlake Villas HPR," and **note your villa number in the memo section. If you are mailing your check with a coupon, please mail it to the address on the coupon. If mailing without a coupon, please mail to:**

Woodlake Villas HPR
C/O High Tide Associates
P.O. Box 7665
Hilton Head Island, SC 29938

Mr. Steve Belton is the on-site Superintendent at Woodlake Villas along with the administrative assistant, Tracy Neiderhiser. The office is located in the pool area, next to the laundry room. The on-site office phone number is 843-689-3366. The hours of operation for the on-site office are Monday - Friday from 8AM (closed for lunch 12 to 1PM) to 4PM. This where all amenities, parking and gate passes must be obtained. If you have any questions regarding this letter or other property issues, please feel free to contact the on-site office or head office.

While the following documents are contained on the flash drive, we have also provided them with this letter and we respectfully request that you fill out and return the following. A return envelope has been provided for your convenience.

- 1- auto-draft of your monthly fees
- 2- owner's information sheet

We highly suggest that a copy of the Rules & Regulations Manual be provided to any resident, guest, or tenant.

My contact details are listed below so please feel free to reach out to me with any questions you may have regarding your new Woodlake Property!

Michael Hawanczak, Property Manager – High Tide Associates
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