

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 Owner's Association. We would like to congratulate you on your purchase of a Woodlake Villa, and we hope that you get many years' 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 should have been provided to you prior to your closing by either the agents or attorneys involved in the transaction. Additional copies can be obtained from our office for a \$35 administrative fee plus postage or electronically at no charge. All Woodlake documents are available on the Woodlake Villas website as well.

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 (draft) payment of your monthly fees. Make all checks payable to "Woodlake Villas HPR", note your villa number in the memo section. 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

Please mail your coupon and check to the address noted on the coupons.

Woodlake Villas HPR
C/O High Tide Associates
P.O. Box 661079
Dallas, TX 75266

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 8:30 a.m. to 1:00 p.m. This is the office where all amenities, parking and gate passes can and 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.

We respectfully request that you fill out and return the following:

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

A return envelope has been provided for your convenience.

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We have also provided the following for your convenience:

- 1- Woodlake Villas Owner/Resident Manual
- 2- The Rules and Regulations for the property
- 3- As well as valuable information, forms, and instructions regarding the operation of the property and leasing of your villa.

We highly suggest that a copy of this handbook be provided to any resident, guest, or tenant.

Jeff Stanyard - HIGH TIDE ASSOCIATES

Property Manager

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