

Lake Emerald Owners Association, Inc.
108 Lake Emerald Drive
Oakland Park, FL 33309

Phone 954 735-1718 Fax 954 497-1541

COMMUNITY: LAKE EMERALD OWNERS ASSOCIATION, INC.

Dear Prospective Owner:

Enclosed please find an OWNERS INFORMATION SHEET for the above community.

The form must be completed fully by the prospective purchaser signed and returned back to the management office along with a copy of the sales agreement or purchase agreement for processing.

There is a Non-refundable orientation fee of \$100.00. **CASHERS CHECK or MONEY ORDER ONLY** made payable to Lake Emerald Owners Association, Inc. The Management Office does not accept cash. **No personal checks will be accepted.**

Prior to occupancy the prospective owner must be approved by the Board of Directors of the Association and go through orientation. Please allow a minimum of 15 days after receipt of the completed application in our office for Board approval.

Orientation is held the 4th Wednesday of every month at 7:00 p.m. in the Lake Emerald Office Bldg. 108. Under **NO** circumstances shall the prospective purchaser move into the unit until orientation attendance has been verified.

It is imperative that upon closing a copy of the warranty deed be brought to the management office of the LAKE EMERALD OWNERS ASSOCIATION, INC. This is the only way in which the Owner of record can be changed on the computer. The Owners mailing address must be provided at this time to ensure the delivery of notices.

No decals or gate transmitters will be issued until the warranty deed has been received and can only be issued after an Orientation has been attended and the applicant has been approved for residency here at Lake Emerald.

Sincerely,

Lake Emerald Owners Association, Inc.