

**SYLVAN LAKE FALLS HOMEOWNERS ASSOCIATION, INC.  
3 SYLVAN LAKE DRIVE  
RABUN GAP, GA 30568**

**August 2023**

Dear Attorneys and Realtors:

On behalf of the Board of Directors of the Sylvan Lake Falls Homeowners Association (SLFHOA) the accompanying documents may be useful to you and to us when you are involved in the sale or legal transfer of a property where access depends upon use of roads owned and maintained by the SLFHOA (see accompanying alphabetical list of roads).

The following pages provide current information you may need in regard to the transfer of such property. The pages are:

1. TRANSFER OF PROPERTY etc. in SYLVAN LAKE FALLS SUBDIVISION
2. ASSESSMENTS PAID ANNUALLY, etc.
3. CONTACT INFORMATION SHEET
4. INVOICE
5. ROADS OWNED BY OR ASSOCIATED WITH SLFHOA
6. MAP OF ROADS AND PROPERTY OWNERS
7. SLFHOA DESIGNATED VOTER CERTIFICATION FORM

The SLFHOA's governing documents, the documents listed above (see link to "Information for Buyers, Sellers, Realtors and Attorneys") and other useful information may be accessed via the Documents Button on the SLFHOA website. The website will be a useful source if/when the above listed documents are modified or updated (e.g. if fees for roads, water, lots, etc. shown in Document 1 above should change).

<http://www.slfoarabungap.org>

When the SLFHOA Treasurer (see Document 1 above) has received the new home owner's applicable fees including the applicable Account Establishment Fee, and the "Contact Information Sheet," the new owners will be contacted and will be provided with a welcoming information packet.

We will appreciate very much your cooperation as that enables us to maintain accurate records of ownership and minimizes billing errors associated with property transfers.

Sincerely,

SLFHOA Board of Directors

**TRANSFER OF PROPERTY LOCATED IN  
SYLVAN LAKE FALLS SUBDIVISION**

**Sylvan Lake Falls Homeowners Association**

**3 Sylvan Lake Drive**

**Rabun Gap, GA 30568**

**WEBSITE: [www.slfhoarabungap.org](http://www.slfhoarabungap.org)**

(Information of what is on website is listed on following page)

PLEASE ADVISE HOA OF NEW OWNERS, ADDRESS & PHONE NUMBERS

([See attached contact information page](#))

(This Information is current as of August, 2023)

**CALL TREASURER OR PRESIDENT TO CHECK ASSESSMENTS**

**Treasurer:** Jeanie Walker

PHONE: 352-339-3241

ADDRESS: 3 Sylvan Lake Drive, Rabun Gap, Georgia 30568

E-mail address: [sylvanlakefallshoa@gmail.com](mailto:sylvanlakefallshoa@gmail.com)

**SLF HOA President:** Peter Briggs: [sylvanlakefallshoa@gmail.com](mailto:sylvanlakefallshoa@gmail.com) or 941-720-0228

Effective Date	Applies to:	Fee
January 1, 2024	House with Roads and Water	\$775.00
January 1, 2024	House with Roads only, no Water	\$475.00
January 1, 2024	Lot (undeveloped) with Roads only	\$275.00
January 1, 2024	Water only (No property in SLF)	\$600.00

\*Because fees may change, please contact the President or the Treasurer for current fees.

**Need to collect \$75.00 for the ACCOUNT ESTABLISHMENT FEE  
(Transfer of water service)**

There is a fee for: SLFHOA WATER SYSTEM DOCUMENTATION (only if requested) - providing information to real estate agents, lenders or attorney's offices showing ownership of the Water System, consist of a possible 9 documents. Fee to be determined, depending what documents are requested (See attached Blank Invoice, for list of documents)

**ASSESSMENTS PAID ANNUALLY** bills go out in December...for PAYMENT OF THE FOLLOWING YEAR. Runs Calendar year and **Payments due on February 1<sup>st</sup> and late fee date is March 1<sup>st</sup> of each year.**

If Assessment is NOT PAID and a Lock Is placed on the meter... the **reconnect fee is \$500.00**

Current August 21,2023

## **INFORMATION REGARDING WEBSITE: [slfhoarabungap.org](http://slfhoarabungap.org)**

Sylvan Lake Falls Homeowner's Association/Subdivision consists of approximately 11 miles of roads ([click here for map](#)). The HOA is mainly responsible for maintenance of roads and water. The HOA supplies water to approximately 230 homes. The HOA website contains the following information.

- **Under Directors Page Tab:**

You will find all of the Board of Directors and their positions, terms and contact information

- **Under Documents Page Tab:**

- Governing Documents

- Articles of Incorporation

- By-Laws

- Covenants, Conditions, and Restrictions

- Information on Construction Requirements

- Information for Buyers, Sellers, Realtors, and Attorneys

- Road Map of Sylvan Lake Falls Community

- **Under Homeowners Page Tab:**

- List of Upcoming Meeting Dates

- Contacts for Roads, Water, and Other Issues

- Board and Committee Service

- Driveway Culvert Maintenance Advisory

- Water Quality Report

- Winterizing Your Home

- Roadmap of Sylvan Lake Falls Community

- Living with Bears

- Governing Documents

- Information for Buyers, Sellers, Realtors, and Attorneys

Sylvan Lake Falls Homeowners Association  
3 Sylvan Lake Drive  
Rabun Gap, Georgia 30568  
E-mail address: [sylvanlakefallshoa@gmail.com](mailto:sylvanlakefallshoa@gmail.com)  
Web-Site: [slfhoarabungap.org](http://slfhoarabungap.org)

**CONTACT INFORMATION SHEET**

**Please return to the above address**

Name(s): \_\_\_\_\_

Property Address in SLF \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

**CONTACT** INFORMATION

Home Phone: \_\_\_\_\_

Local Phone Here: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work (optional) \_\_\_\_\_

Work (optional): \_\_\_\_\_

Preferred e-mail address to receive information: \_\_\_\_\_

Alternate e-mail address: \_\_\_\_\_

**ALTERNATIVE EMERGENCY CONTACT INFORMATION**

This information will not be published in the directory. Used only if you cannot be reached by any of the above phone numbers in case of water leaks, or storm damage if you live out of town

Name	Home Phone	Cell Phone
------	------------	------------

Relationship	e-mail address	
--------------	----------------	--

Name	Home Phone	Cell Phone
------	------------	------------

Relationship	e-mail address	
--------------	----------------	--

**Besides the Alternative Emergency Contact Information, please inform us as to any information you do not wish published in the directory**

# INVOICE

Sylvan Lake Falls Homeowners Association, Inc.  
3 Sylvan Lake Drive  
Rabun Gap, Georgia 30568  
e-mail: [sylvanlakefallshoa@gmail.com](mailto:sylvanlakefallshoa@gmail.com)

Property Address above:

Name and address of Property Owner

**WEBSITE: [slfhoarabungap.org](http://slfhoarabungap.org)**  
**(Shows recorded documents, current  
Officer's/Directors and contact information)**

Please provide to SLFHOA contact information for new owners (**see attached Contact Information Sheet**)

## Entity Requesting Information

<b>Date:</b>		<b>Company:</b>	
<b>Contact Name:</b>		<b>Address:</b>	
<b>Terms:</b>	Upon Receipt	<b>State:</b>	
		<b>Zip Code</b>	
		<b>Phone:</b>	
		<b>Fax:</b>	
		<b>E-Mail:</b>	
		<b>Other</b>	

Description	Unit Price	Amount
<b>ACCOUNT ESTABLISHMENT FEE:</b> consist of: (a) Closing Letter, (b) Transfer and Processing Fee, (c) verifying account standing, (d) Invoice, (e) Welcome Packet	<b>\$75.00</b>	<b>\$75.00</b>
<b>Sylvan Lake Falls Water System Documentation Request</b> (example from Lender or Attorney) – consist of: (a) permit from State of Ga, (b) safe drinking water report, (c) Annual drinking water report, (d) Approved Analysis from EPD stating water system, (e) Warranty Deed showing ownership of land for Water Tank, (f) Documents showing purchase and ownership of Tank, (g) History of ownership of SLF, (h) copy of recorded Lease of the Spring, and (i) Payment to State of Georgia for water rights \$600 per year. <b>(about 36 pages)</b>	<b>To Be Determined Upon Request</b>	<b>\$ _____</b>
<b>Collection of outstanding Assessments due</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Water Reconnect Fee</b>	<b>\$ 500.00</b>	<b>\$ _____</b>
<b>Other</b>	<b>\$ _____</b>	<b>\$ _____</b>
	<b>Total:</b>	<b>\$ _____</b>

Please make checks payable to:  
**Sylvan Lake Falls Homeowners Association, Inc.**  
**3 Sylvan Lake Drive, Rabun Gap, GA 30568**

**ROADS IN BLACK PRINT ARE OWNED AND MAINTAINED BY SLFHOA.**

**ROADS IN RED NOT OWNED BY SLFHOA BUT SOME RESIDENTS USE SLFHOA WATER.**

<b>Alto Lane</b>	<b>Mountaineer Lane</b>
<b>Branchwood Drive</b>	<b>North Germany Mtn Road</b>
<b>Cascade Lane</b>	<b>Ocmulgee Way</b>
<b>Cessna Lane</b>	<b>Overlook Drive/aka Whisperwind</b>
<b>Charlies Way</b>	<b>Penguin Hill Loop</b>
<b>Chickasaw Lane</b>	<b>Pine Ridge Lane</b>
<b>Clare Lane</b>	<b>Piper Lane</b>
<b>Crest Lane</b>	<b>Pitts Way</b>
<b>Dailey Ridge</b>	<b>Sims Way</b>
<b>Decoy Lane</b>	<b>Spartan Lane</b>
<b>Discover Circle</b>	<b>Sylvan Lake Drive</b>
<b>Elm Lane</b>	<b>Tammy Lane</b>
<b>Fair Mountain Drive</b>	<b>Taylor's Chapel Road</b>
<b>Fishback Drive</b>	<b>Tree Top Circle</b>
<b>Ivy Trail</b>	<b>West Pond Lane</b>
<b>Lexus Lane</b>	<b>Western Way (partially owned)</b>
<b>Litchfield Lane</b>	<b>Whisperwind Drive</b>
<b>Loop Way</b>	<b>Windsor Lane/aka Whisperwind</b>
<b>Moses Road</b>	<b>Wolffork Road</b>

- Please NOTE: About 30 properties are water only customers such as: Litchfield Lane, Mountaineer Lane, North Germany Mountain Road (1 or 2 homes) Ocmulgee Way, Taylor's Chapel Road, Tree Top Circle, and Wolffork Road.
- You can always refer to the MAP on the Sylvan Lake Falls Website: [slfhoarabungap.org](http://slfhoarabungap.org) under Documents.
- In any event you will need to check with the Treasurer.

**SLFHOA DESIGNATED VOTER CERTIFICATION (Revised June 2016)**

This certificate identifies the person(s) qualified to vote on matters involving the SLFHOA either during a meeting or by a proxy vote ballot provided by the Board of Directors of the SLFHOA.

***In any voting of the Association the person authorized to vote shall be entitled to cast one vote. If the property is owned by more than one person, or by a corporation, then the person entitled to cast the vote for the unit of property must be designated by a certificate signed by the unit owners and be on file with the Secretary of the Association. If a certificate is not on file, the vote of the owners shall not be considered in determining whether a quorum is present or for any purpose. [SLFHOA BYLAWS, Article II, Paragraph 6. See also Amended and Restated Articles of Incorporation Article IV, Paragraph 3.]***

The undersigned owners of the FOLLOWING property(ies) located at...

---

Please identify property(ies) by number(s) and road address (e.g., 3125 Moses Road).

...designate the person named below to cast votes for the above-listed property unless and until the property changes ownership or the owners submit a new certificate designating someone else to be the property's proxy voter.

---

Owner(s) Signature(s)

---

Name of Person entitled to cast vote for the unit of property identified above.

If more than one property **with a home built on it**, please continue below.

---

Owner(s) Signature(s)

---

Name of Person entitled to cast vote for the additional unit of property identified above.

If more than two properties each with homes built on them, please continue below.

---

Owner(s) Signature(s)

---

Name of Person entitled to cast vote for the additional unit of property identified above.