

Belair at Carolina Lakes

Welcome

The Board of Directors would like to welcome you to Belair at Carolina Lakes Homeowners Association!

If you are not familiar with our Homeowners Association (HOA), we would like to take a moment to give you a brief overview of the organization. The Belair at Carolina Lakes Homeowners Association, Inc. is governed by a set of Covenants, Conditions, and Restrictions (CCRs) and Bylaws. The purpose of the association is to help maintain and preserve the value of the amenities within Belair at Carolina Lakes Homeowners Association, Inc., while maintaining a safe and pleasurable place to live. A Board of Directors oversees the daily functions and financial responsibilities of the Association. It is also a function of the board to administer and maintain compliance with the established covenants and bylaws of the Association. The Board does not have the authority to revise the established CCRs and Bylaws in any manner other than by the process defined in the governing documents. The management company assists and works at the direction of the Board. We look forward to meeting you and encourage your participation in our community.

IMPORTANT COMMUNITY INFORMATION: Below are a few important items for new owners to be aware of. You can receive further details by reviewing the CCRs and Bylaws.

Annual Dues: Dues are owed Semi-Annually on 1/1 & 7/1. Payment options and account balance (as of the date of this letter) are listed below.

Getting Connected (e-blast): To be added to the community e-blast list for updates from the Board, please create a login on the website www.mybelairhoa.com.

Architectural Review: Improvements or modifications to your home or property must first be approved by the Architectural Review Committee (ARC). Please visit the website to acquire the form.

Pool Fobs: Each home is allowed one pool fob and no free fobs will be given to new homeowners. These fobs should be passed between owners during the resale of a home. Replacement and additional fobs are \$20. Please contact belair@braesael.com to order a fob.

Trash: Trash receptacles should be placed at the street on Wednesday for pickup on Thursday. All trash, including yard waste, must be bagged and placed in a receptacle. If a third receptacle is needed, one can be purchased for a one-time cost of \$60 and a monthly cost of \$10. If this is needed, please contact Active Waste Customer Service at 704-626-7400.

The Courts Landscaping: There must be a border of at least 1ft around the home for string trimming. The landscaping company will not be responsible for damages to siding due to string trimming for homes without a border.

Website Information: Please visit your community website, www.mybelairhoa.com. Registering there is a very simple process and will only take a few minutes. Only verified homeowners will be allowed access. The steps have been outlined below:

Registering for a login:

- Click on the “Request Login” link. This is located on the top left side of the screen.
- Enter your account number
- Click “Submit”.

Your request will be sent to the admin for verification of your homeowner status and approval. Once approved you will receive an email letting you login.

The following information is available on the website:

Governing Documents

Meeting Minutes

Financials

Balance on Your Account

Online Payment Options

Payment Options: Online Payments: The www.mybelairhoa.com website allows you to easily pay online. Online payments allow for faster posting to your account and assist with the avoidance of late fees. The steps have been outlined below:

Click on the “Pay HOA Dues” option on the left hand side of the window.

Click on the “Click here to pay HOA dues online”. This will open up to a new window with three options:

- 1)** Online E-check: a self-initiated debit from a checking account. **There is a \$1.99 fee charged by the payment processing vendor for E-checks.**
- 2)** Online Credit Card: Visa, MasterCard, Discover or American Express. **There is a convenience fee charged by the payment processing vendor for using a credit card. The amount a credit card is charged displays when you select that method of payment.**
- 3)** Online Recurring Payments: On the Pay Assessment page, you may choose to set up recurring payments using an E-check or credit card by clicking on the New Recurring Payment link. **There is a \$1.99 fee charged by the payment processing vendor for E-checks.**

Payment options with no fee:

- 1)** You may mail a check or money order made payable to: Belair at Carolina Lakes Homeowners Association, Inc. PO Box 99051, Raleigh, NC 27624
- 2)** You may mail a check or money order to the association's PO Box as shown on the coupon or statement. Please include your account number in the memo line.
- 3)** You may set up a one-time or recurring payment through your bank and have the check mailed to the remittance address or the association PO Box as shown on the payment coupon or statement. It may take up to two weeks for receipt of these checks so please set up the payment schedule accordingly. Please include your account number in the memo line.
- 4)** You may set up ACH payments administered by Braesael. If you choose this option please complete the included ACH form and send it, along with a voided check or deposit slip, to either your association's PO box (as shown in the heading of this letter) or email to ACH@Braesael.com. The ACH will remain in effect until you request to cancel it.

Sincerely,

Belair at Carolina Lakes Homeowners Association, Inc. Board of Directors