

WELCOME TO NORTH FORKE PLANTATION

Dear New Resident,

On behalf of the North Forke Plantation Homeowners Association (NFPHA), I wish to welcome you to our community. The binder you receive has been prepared especially for you. Please take a few moments to review it, and let me know if you have any questions. In particular, I'd like to mention a few topics which either need your early response or your particular attention.

Resident Directory & Call for Volunteers. Included with this binder is the latest copy of the **North Forke Directory**. The Directory lists the current members of our HOA's Board of Directors and Committees and, a listing for each family. The directory contains the rules for the amenities (clubhouse, pool, and tennis) as well as other helpful information. The directory is published for the North Forke Plantation Homeowners Association (NFPHA) at no charge as it is sponsored by local business advertisements. Like other efforts, North Forke volunteers compile the data in this directory. If you have an interest in volunteering for any of our committees, please contact a Board or committee member. We'll be glad to have you on the team.

New Resident Information Sheet. Inside the binder, you will find our Resident Information Form. This information is used to update the North Forke Resident Directory that is published in April or May of each year. Along the way, changes and new additions to the directory are accumulated and held for the subsequent publication. Please submit your information at your earliest convenience to ensure that your family listing appears in the next directory.

Neighborhood Watch Program (COPS Program). North Forke Plantation is blessed with a team of Block Captains who serve on our COPS program, a neighborhood watch effort that is supported by the Gwinnett County Police Department. More details can be found in the binder. A list of Block Captains can be found in the **North Forke Directory**. Your Block Captain will contact you to complete a resident information sheet for specific use in the COPS program.

Community Design Guidelines (also known as the ACC Guidelines). A complete set of guidelines can be found inside the binder. They contain the process that is required to get approval for exterior modifications to your home, which include (but not limited to) a change in paint color, placement of yard objects, removal of trees, and enclosure of decks. We ask that you acquaint yourself with the guidelines. Our compliance with these guidelines serves to maintain and enhance the beauty of our neighborhood. If you have questions or need clarification on any part of the guidelines, please contact HMS, a member of the ACC Committee, or a board member.

Management Agent. The NFPHA contracts with Homeowners Management Services (HMS) in Alpharetta to provide day-to-day accounting and administrative services for our subdivision. Our Management Agent is Eleanor Burris and she can be reached at 770-667-0595. If you have any questions which I cannot answer, please contact Eleanor.

Electronic Entry to Pool. An electronic key (a.k.a as a FOB) is provided at no charge to each new resident by HMS. If you have not received your FOB, please contact HMS. During pool season, you will need your FOB key to gain entry into the pool area and the cabana restrooms. There is a charge for replacement FOBs.

...MORE INFORMATION ON THE REVERSE...

Clubhouse Rental. The North Forke Clubhouse has two levels which can be rented and can hold up to 200 guests. A rental fee and cleaning fee are charged, and the charge is based on the level rented and the number of guests at an event. The main level of the clubhouse is furnished to a high standard and has a formal dining room, great room, meeting room, and kitchen, along with two restrooms. If you are interested in renting it, you may contact the Chair of the Clubhouse Committee as listed in the **North Forke Directory**.

Tennis Anyone? North Forke Plantation has a very active tennis program. If you're into the game and want to join a league or just want to hook up with other players at your level, please contact the Chair of the Tennis Committee. Please refer to the **North Forke Directory** for the current chairman.

Newsletter. The *North Forke News* is our neighborhood newsletter and is published in February, May, August, and November. The newsletter serves as a primary communication tool for the Board of Directors and Committees. When received, please take a few minutes to read. The resident volunteer who produces the newsletter for our HOA is listed in the **North Forke Directory** and can answer any questions you may have about the newsletter. A copy of the most recent newsletter is provided in the binder.

Website. Our neighborhood website is www.northforke.com. At your convenience, please visit the site and follow the easy instructions to register. Among other things, the website serves as an archive for North Forke Plantation newsletters, rules, governing documents, and forms. While most all information is accessible to public view, there are several documents which cannot be accessed without a North Forke log in, for security reasons. After you are registered at the site, you will have access to all documents on the website.

Annual Meeting. Each February, the Board of Directors holds an Annual Meeting of the NFPHA membership. Advance announcement is always made. We encourage you to attend this business meeting of your homeowners association.

Annual Assessment. In late January of each year, you will receive an invoice for your annual HOA assessment. To avoid a late fee, payment must be received by HMS no later than March 1. If you have any questions, please don't hesitate to contact HMS.

We hope you and your family enjoy living in North Forke as many other residents have and do.

Warmest regards,

Representative, New Resident Welcoming
North Forke Plantation

Phone: _____

We wish to thank North Forke resident, Candy Rhodes, for donating her time to custom embroider the tote bag which you have received. Candy is owner / operator of Signature Stitches, 770-972-9952. Please consider her for your custom embroidering needs.