From the Cumberland Lakes Property Owners' Association (CLPOA) treasurer:

When you have put your property on the market please send the following to the CLPOA:

Your name

Property Address

Current mailing Address

Phone number

Property ID number (5 digit #) – found on your CLPOA annual statement

Please send this required information to the CLPOA treasurer: CumberlandLakes.Monterey@gmail.com

Your Title Company is to contact the treasurer: <u>CumberlandLakes.Monterey@gmail.com</u> to confirm your status (lien on your property, etc).

When you have a buyer send the following to CLPOA:

Congratulations! A bit more work to do...... Send to the treasurer:

Name of new owner

Current address

Current phone number

Please send this <u>required information</u> to the CLPOA treasurer: <u>CumberlandLakes.Monterey@gmail.com</u>

After closing:

Copy of warranty deed emailed to: CumberlandLakes.Monterey@gmail.com

Check for \$185.00 for Administrative fees made out to Cumberland Lakes POA (set-up fee) Mail to 1901 Cumberland Lakes Dr. Monterey, TN 38574

Use this address for all correspondence: example: buyer signed & dated copy of C&Rs 1901 Cumberland Lakes Dr. Monterey, TN 38574

Again – Congratulations! We endeavor to make the buyers of your property as informed as we can however, we encourage you to inform your buyers of the above required transactions BEFORE the closing.