Gander Lake Homeowner's Association, Inc.

Welcome to the Gander Lake Homeowners Association. The association is managed by Signature Management of Johnston County, NC LLC. Listed below is General Information regarding the Homeowners Association.

WEBSITE:

Important information including architectural change request forms, covenants, and online payment instructions can be found at www.SignatureMgt.com/Gander-Lake/.

ANNUAL DUES STATEMENTS:

Homeowners' Dues are currently $120 Quarterly. Homeowners' Dues Statements are sent via email, unless we do not have one on file. You may also request USPS mailed statements. However, homeowners may incur fees from the association in the future for a mailed statement.

Quarterly Schedule:

1st Quarter: January 1st – March 31st
2nd Quarter: April 1st – June 30th
3rd Quarter: July 1st – September 30th
4th Quarter: October 1st – December 31st

Payment is due on the first day of each quarter and considered past due 30 days after the start of each quarter. Past due accounts are subject to $20 per month in late fees.

PAYMENT FORMS:

We accept online payments via the New Homeowner Portal or QuickPay. We also accept Check or Money Order. *Please do not mail cash*. Checks should be made out to: **Gander Lake Homeowners Association**

*Please make sure the property address or account number is on all forms of payment. Otherwise, your payment may not be applied to the correct account. *

Please mail payments to our New Lockbox Address:

c/o Signature Management of Johnston County
P.O. Box 178
Commerce, GA 30529

HOMEOWNER PORTAL:

To submit payments online you will need to register your **Homeowner Portal**. Please visit our website www.signaturemgt.com/online-payments/ for information on how to register or use the QuickPay feature. Please note that your account number is not a required field when registering.

ARCHITECTURAL CHANGE REQUESTS:

To find out if the modifications you are planning for your property require an approved Architectural Change Request form, please review the Covenants. You can also find Answers to Frequently Asked Questions at www.Signaturemgt.com/acr-info/.

Architectural Change Request forms can be accessed and submitted through the Homeowner Portal. Alternatively, you can access the form on your community's webpage.

VIOLATIONS:

Drive-through inspections occur monthly by Signature Management. Any property that is in violation of the covenants will receive a violation notice letter via email or mail. If the occurred violation is resolved, no action needs to be taken by the homeowner. Violations that are not resolved after 3 notices will be sent to the board for review and subject to future fines.

MEETING ANNOUNCEMENTS:

Meeting announcements will be mailed to homeowners at least 10 days but no more than 60 days in advance per the North Carolina State General Statutes - GS 47F-3-108. They will also be posted on the Homeowner Portal.

POOL AND CLUBHOUSE KEY CARDS:

To obtain an access key card please fill the Pool Waiver Form and return to Sarah@SigantureMgt.com. The form can be found at www.SignatureMgt.com/Gander-Lake/ .

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ACCOUNT INQURIES/RESIDENT SUPPORT:

If you have any questions regarding your account or a statement you have received, please contact us at Accountinquiry@SignatureMgt.com or by phone at 919-703-8900. Please allow 2 business days for a response to your request.

Download the Homeowner Portal Mobile App using the QR Codes Below!

Apple Store

Google Play

Signature MANAGEMENT *Of Johnston County NC LLC*

Providing Homeowner and Community Association Management Services
In Johnston County, NC, and Surrounding Areas