

**SEASONS PRESERVE at HICKORY FLAT HOA (SPHF)**

Requesting an HOA Closing Letter

1. Send your information and request to [board@seasonspreserve.org](mailto:board@seasonspreserve.org) or mail the request to address below.
2. An administrative fee of \$50 will be charged for the HOA closing letter. However, if the request is made within 72 hours of closing, an additional administrative “rush fee” of \$50 fee will be applied.
3. Buyer is required to download a copy of SPHF HOA governing documents and sign and date the attachment of receipt of documents that accompanies the HOA Closing Letter. This receipt is to be returned along with the HOA payment check. Go to [www.seasonspreserve.org](http://www.seasonspreserve.org). The four (4) documents are in the Public Document folder at the top of the webpage.
4. Make checks payable to Seasons Preserve at Hickory Flat HOA
5. Mail the check for the HOA closing letter, HOA initiation fees and receipt of governing documents to the following address:

Season Preserve at Hickory Flat HOA  
100 Willow Overlook,  
Canton, Ga. 30115

Thank You  
SPHF HOA Board

Ed/01/21