



Sterling Oaks Community Association & Club, Inc.  
822 Sterling Oaks Blvd  
Naples, FL 34110  
Office: (239) 566-1575  
Website: [www.TheClubAtSterlingOaks.com](http://www.TheClubAtSterlingOaks.com)

Hello New Neighbor,

We are excited to have you at Sterling Oaks!

Prior to closing on your new property here, we ask that you submit the following to the Club Office:

- **Completed Sales Application**
- **Completed Buyers Information Form**
- **Copy of Sales Contract**
- **Copies of Photo IDs for all homeowners**

Also included in this packet are two additional forms. They are not required, but highly encouraged.

- **Electronic Voting Consent Form**  
In an effort for Sterling Oaks to go paperless for annual elections and meetings, we are asking that you complete the attached Consent to Electronic Voting and/or Consent to Receive Electronic Notice of Meetings Form. By completing this Form, it will eliminate the need to opt-in for electronic voting each year for the Annual Meeting of the Members and any other voting matters.
- **ACH Form**  
This free service is to setup automatic payments for your HOA fees and any Club charges.
- **Permanent Gate Access Form**  
This form must be submitted to the Club Office within 14 days of closing on your new unit. This form will be used to generate your permanent guest/family access list for the Gate. This list can then only be updated online in the month of May. Also on this form, please list any permanent vendors such as pest control or pool cleaning company.

After closing, you will receive an email from Sterling Oaks Administration with additional important information you will need during your ownership here.

We look forward to meeting you!

Thank you,  
Sterling Oaks Administration



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### SALES APPLICATION FORM

I/We hereby apply for purchase of: \_\_\_\_\_ and for membership in Sterling Oaks Community Association & Club, Inc.

Closing Date: \_\_\_\_\_ Title Company or Attorney: \_\_\_\_\_

1. Full name of applicant(s): \_\_\_\_\_

2. Mailing address: \_\_\_\_\_

3. Primary Telephone: \_\_\_\_\_ Secondary: \_\_\_\_\_

4. Primary Email Address: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

\_\_\_\_\_ I acknowledge receipt of a copy of the Association's Declaration of Covenants. I have read them and agree to abide by them.

\_\_\_\_\_ I acknowledge receipt of a copy of the Association's Rules and Regulations. I have read them and agree to abide by them.

\_\_\_\_\_ I agree to pay a non-refundable \$4,500 for Single-Family Home or \$4,000 for Condo/Coach Home Capital Contribution fee to Sterling Oaks Community Association & Club, Inc. with the sale or transfer of title. If the property is being transferred to a spouse or domestic partner or if an owner makes his or her second purchase of a property within the community with 60 days, the capital contribution fee shall be \$750. (\$3500 Capital Contribution if Sales Contract was signed prior to January 1, 2024.)

\_\_\_\_\_ I agree to pay a non-refundable administrative fee of \$300 to Sterling Oaks Community Association & Club, Inc. (\$250 Administrative Fee if Sales Contract was signed prior to January 1, 2024.)

\_\_\_\_\_ I agree to pay a non-refundable estoppel fee to Sterling Oaks Community Association & Club, Inc. Pricing and processing times are outlines on the Estoppel Request Form.

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Buyer Signature

\_\_\_\_\_  
Date



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### **BUYER INFORMATION FORM**

**Buyer Name(s):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Sterling Oaks Address:** \_\_\_\_\_

**Select the option that best describes the primary use for this Sterling Oaks Property**

\_\_\_\_\_ Full-time Residence

\_\_\_\_\_ Investment/Rental Only

\_\_\_\_\_ Part-time Residence (no rental)

On average, how many months per year do you plan on residing at Sterling Oaks? \_\_\_\_\_ Months

\_\_\_\_\_ Part-time Residence & Rental Unit

On average, how many months per year do you plan on residing at Sterling Oaks? \_\_\_\_\_ Months

On average, how many months per year do you plan on renting your unit Sterling Oaks? \_\_\_\_\_ Months

\_\_\_\_\_ Other (Describe) \_\_\_\_\_

**What is your current working status?**

Buyer 1: \_\_\_\_\_Retired \_\_\_\_\_Full-time \_\_\_\_\_Part-time

Occupation: \_\_\_\_\_

Buyer 2: \_\_\_\_\_Retired \_\_\_\_\_Full-time \_\_\_\_\_Part-time

Occupation: \_\_\_\_\_

**What activities are you interested in participating in at Sterling Oaks?**

\_\_\_\_\_ Tennis

\_\_\_\_\_ Water Aerobics

\_\_\_\_\_ Bird Watching

\_\_\_\_\_ Fitness

\_\_\_\_\_ Bocce

\_\_\_\_\_ Art Studio

\_\_\_\_\_ Bridge

\_\_\_\_\_ Book Club

\_\_\_\_\_ Pickleball

\_\_\_\_\_ Biking

\_\_\_\_\_ Mahjonn

\_\_\_\_\_ Dining

**EXHIBIT "A"**

**CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being an Owner or the Voting Member under Section \_\_\_\_\_ of the \_\_\_\_\_ for Address \_\_\_\_\_, at **Sterling Oaks**, pursuant to Florida Statutes, hereby consent(s) in writing to:

*(Please place a check mark or x in the box or boxes below for which you are giving consent. You may consent to electric voting, receiving electronic notice or both).*

1. \_\_\_\_\_ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by e-mail sent to the Association), I/we consent to voting electronically at meetings sand elections for ***Sterling Oaks Community Association and Club, Inc.*** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"). I/we designate the following email address for electronic voting purposes: (PRINT NEATLY) \_\_\_\_\_. The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association prior to the meeting or election in which the Owner wishes to vote by electronic means, and that all electronic votes shall be cast within the window set by the Board in advance of said meeting at which time the ability to vote electronically shall be deemed closed for that meeting or election.

I/We further understand and agree that, in order to use a different e-mail address for casting votes electronically, I/we must notify the Association in writing of the change of e-mail address prior to the meeting or election in which the Owner wishes to vote by electronic means. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2. \_\_\_\_\_ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members ***Sterling Oaks Community Association and Club, Inc.*** I/we designate the following email address for electronic voting purposes: *(you may write "same as above" or provide a different address for electronic notice purposes)* \_\_\_\_\_. The undersigned understands that mailed/paper notice may not be provided to the Owners unless the Owners have rescinded their consent to receive electronic notice of meetings. **Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.**

All Owners of the Lot or eligible voter please print name, affix date and sign below.

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Sterling Oaks Community Association & Club, INC**  
**822 Sterling Oaks Blvd, Naples, FL 34110**  
**(239) 566-1575**

**DIRECTLY DEBIT YOUR MONTHLY ASSOCIATION FEES**  
**SIGN UP TODAY AND STOP WRITING CHECKS FOR STERLING OAKS MONTHLY FEES**

**AUTHORIZATION AGREEMENT FOR ACH DEBITS** I (We) authorize Sterling Oaks to debit my/our account for monthly Association fees and to credit same account for necessary corrections, if needed. I (We) acknowledge that the origination of the ACH transactions to my/our account must comply with the provisions of U.S. law.

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Transit Number: \_\_\_\_\_

Account No: \_\_\_\_\_

☐

Checking

☐

Savings

This authorization is to remain in full force until Sterling Oaks has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Sterling Oaks and financial institution reasonable opportunity to act upon it.

By signing up for ACH, I am also acknowledging that I would like to have my monthly statements only emailed to me at the email address written below.

\_\_\_\_\_  
***Member Name(s) (Please print)***

\_\_\_\_\_  
***Sterling Address (Please print)***

\_\_\_\_\_  
***Email Address (Please print)***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Month to make first withdrawal: \_\_\_\_\_

**I have attached a voided check and/or provided account information to ensure there is little delay in processing my payment arrangements.**

By initialing here, I am indicating that I would like to get a statement mailed to me rather than emailed only. \_\_\_\_\_

## **Permanent Gate Access for Visitors**

*Submit this form within 14 days of your home closing or lease start date.*

\*Homeowners & Approved Tenants will be able to have a permanent access list of six lines of immediate family and guests who do not reside at Sterling Oaks.

\*First & last names must be listed.

\*A married couple will be combined, i.e. Bob & Nancy Smith

\*Service personnel/Vendors have unlimited access.

\*For one-time guests, please use the directions emailed to you in your Welcome Email

**\*Immediate Family – Children, Parents, Siblings, Grandparents, Grandchildren & Spouse/Significant Other**

**Homeowner Name & Address:**

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<u><b>First &amp; Last Name:</b></u>	<b>Immediate Family, ✓, and the relation?</b>	<b>Guest, ✓</b>
		<u>OR</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**Permanent Vendor List:**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

*\*Permanent Family/Guest Lists are updated once a year.*

*\*Vendors can be added at any time.*