



MAY 06, 2024

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## Villa Monterey IV – Resort Park Association

### IMPORTANT INFORMATION ABOUT ACCESS TO CLUBHOUSE GROUNDS

#### ATTENTION ALL RESIDENTS:

**MAY 7, 2024: 9:00-12:00 P.M. (Additional dates will be set up.)**

We will begin the process of issuing key cards for the clubhouse entry gates. We will open the clubhouse at 9:00 a.m. sharp. (The key cards will be issued to Owners in good standing with the HOA.)

The process to issue key cards below: (Each card has to be entered in the database separately. Your patience is appreciated.)

1. Fill out the key card form.
2. Each owner is allowed a maximum of 2 cards. (The first card is free. The second card is \$25.00. We cannot accept cash. Please bring a check for a second card.)
3. Once you have your card(s), they will each be programmed into the database by your key card number, name, email.
4. Once your card(s) are programmed; they will be tested at each gate.

Once your card is activated and tested you will be in the system. Thank you for your patience through the process.

