



MAY 12, 2024

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Villa Monterey IV – Resort Park Association

IMPORTANT INFORMATION ABOUT ACCESS TO CLUBHOUSE GROUNDS

ATTENTION OWNERS THAT CURRENTLY RENT THEIR PROPERTIES!

Have you notified your Lessee (Renter) that we have a new entry gate at the Clubhouse and code to enter the Clubhouse & Gym that requires action as an Owner?

We have multiple Renters contacting Board members because they haven't heard from their Owners! Please follow up and make sure everyone is aware!

The Property Owner must complete & sign the key card application and make arrangements to have the key card activated in the database. The keycard will be assigned to each Owner with the Renter identified on the application. Once assigned and activated the Owner must make arrangements for usage & delivery to the Renter. We no longer have access to the grounds, bathroom or clubhouse with a key!

IMPORTANT MESSAGE TO OWNERS THAT DON'T RESIDE IN ARIZONA

If you are out of town and have a Lessee in your residence it is your responsibility to email info@resortpark.org and make arrangements for your key cards. The cards cannot be mailed. However, if you don't reside in Arizona, Send an email attn: Tammy Vogel/Key cards and we will make arrangements accordingly.

New issue dates for Key Cards:

MAY 13, 2024: 8:30-10:00 A.M. AT THE CLUBHOUSE

MAY 19, 2024: 10:00-12:00 PM AT THE CLUBHOUSE

The process to issue key cards below: (Each card is entered in the database separately with each Owner's name and lot number.) Your patience is appreciated.

1. Owner completes & signs 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. (Northland & Mariposa)
5. You will also be given a code to enter the Clubhouse & Gym door entrances

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

THANK YOU TO THE THE OWNERS THAT ATTENDED THE FIRST 2 ISSUE DATE SESSIONS! WE HAVE SUCCESSFULLY PROGRAMMED OVER 100 CARDS!!

HAPPY MOTHERS DAY TO ALL OF OUR VM IV MOM'S!