



MAY 08, 2024

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Villa Monterey IV – Resort Park Association

IMPORTANT INFORMATION ABOUT ACCESS TO CLUBHOUSE GROUNDS

ATTENTION ALL OWNERS!

MAY 10, 2024: 8:00-10:00 A.M. (This is the 2nd issue date. We will schedule additional dates if needed.)

We will be issuing key cards for the clubhouse entry gates. Please come to the Northland gate to enter. Your keys will no longer work on the new gates. We will open the clubhouse at 8:00 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. (Northland & Mariposa)
5. You will also be given a code to enter the Clubhouse & Gym door entrances

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

IMPORTANT MESSAGE TO OWNERS THAT HAVE RENTAL PROPERTIES IN VM IV:

The key cards will be issued to VM IV Owners only. If you have a rental in VM IV; the key card will be issued in the Owners' name, once you complete and sign the form.

If you are out of town and have a Lessee in your residence it will be your responsibility to email info@resortpark.org and make arrangements for your key cards. The cards cannot be mailed. Send the email attn: Tammy Vogel/Key cards

