

# POOL KEY CARD ASSIGNMENT FORM

Note: All information provided is strictly for VMIV HOA use only. The information will be used to set up keycards relative to the individual Owner in the database. **Send an email to [Social@resortpark.org](mailto:Social@resortpark.org) to schedule an appointment to have a key card created.**

LOT NUMBER: \_\_\_\_\_ VMIV Address: \_\_\_\_\_

KEY CARD #1: \_\_\_\_\_ NAME: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

KEY CARD #2: \_\_\_\_\_ NAME: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you authorizing permission for Renter (s) or Lessee's that reside in your rental property located in VMIV to use your key card? - Yes \_\_\_\_\_ No \_\_\_\_\_ First/Last Name of Renter (s): \_\_\_\_\_

\_\_\_\_\_ Contact Phone: \_\_\_\_\_

## USE OF KEY CARDS

The key cards will be limited to two (2) per residence. Each card is charged an administrative fee of \$25.00 each. Please report lost key cards immediately to [Social@resortpark.org](mailto:Social@resortpark.org). The lost key card(s) shall be deactivated and the owner responsible for payment of \$25.00 for each replacement.

Each key card will identify the responsible owner entering the Clubhouse grounds in the database and has the ability to be verified if issues occur on the corresponding security cameras. Therefore, each owner is responsible for all misconduct and damages incurred upon entry with their designated card to include guests, renters and relatives. If an owner rents their property, the key card is issued to the responsible owner and they are responsible for renter entry under their name and all misconduct by the renting party.

Each key card is magnetic encoded to each individual Owner and may not be transferred to a new owner. Upon sale of a property, it is the owner's responsibility to have card(s) deactivated by the Key Card Administrator/HOA Board member.

Do not loan your key card to non-owners including family/friends who are not residing at your residence. Do not prop the Northland/Mariposa gates open Pursuant to A.R.S. 36-1681. Do not open the gate for Non-owners or Owners that may have HOA violations subject to suspension from the Clubhouse grounds.

Non-Payment of HOA dues, misuse of the key card system, violations of the governing documents for VMIV HOA may result in deactivation of the key card until resolution.

I understand and will abide by all VMIV governing documents associated with issuance of my key card. Additionally, I understand the reminders associated with my property in Villa Monterey IV. (form must be signed by the Owner.)

SIGNATURE OF OWNER (Key card #1) \_\_\_\_\_

SIGNATURE OF OWNER (Key card #2) \_\_\_\_\_

DATE \_\_\_\_\_

1.24.2025