

Sonesta Walk HOA

Pool/Cabana Key Card Policy

1. ONE CARD PER HOUSEHOLD. NO EXCEPTIONS
2. If your card is lost / stolen: An additional card will need to be purchased. Cost is \$50 per card, NO EXCEPTIONS. The old/missing/stolen/non-functioning card will be deactivated.
Damaged/Non-Functioning Cards: Because the credit card style access cards degrade from normal wear and tear the association will replace a unit owner card at no cost to the owner if there are obvious signs of physical damage or card is deemed inoperable. Should a card be lost/stolen/misplaced or damaged not due to normal wear and tear, it will be the owner's responsibility to replace at \$50/card.
3. Before a replacement card will be issued, the Pool Key Card Application will need to be completed by the owner and submitted to management.
Once completed and submitted by the owner, the Application will be reviewed by management and the Board of Directors.
There is a 2-week processing period before the replacement card will be issued. This is to ensure the proper processing and deactivation of the Pool Key Card previously assigned to the property requesting the replacement.
Once reviewed by management and approved by the Board, an appointment will need to be made to meet the property manager onsite or at the SCPM office to have the cards delivered in person. A valid form of identification will need to be shown to the property manager upon key pick up.
4. IF YOU RENT YOUR UNIT: You will need to ensure a current lease is on file with management. If it is not, you will not be issued a card. A hard copy of leases can be delivered to the management office or they can be emailed to clientservices@towersmgmt.com
IF YOU DO NOT PROVIDE A LEASE, NO KEY CARD WILL BE ISSUED.
Once Application is reviewed / approved and lease is provided, either the owner or renter can make an appointment to meet the property manager onsite or at the SCPM office to have the cards delivered in person. If renters will pick up the key card, the renter picking up the card must be listed on the lease.
5. IF YOU ARE A PARTIME RESIDENT: Cards can be mailed via certified/return receipt mail.
Application will need to be completed and returned to management, along with a copy of a valid form of identification and the address you would like the card mailed to. SCPM and Sonesta Walk HOA will not be responsible for cards lost in the mail. You will need to purchase another card at \$50 if it is lost by the USPS and not delivered to you. The Board prefers cards to be delivered in person, but if you require it mailed, you are accepting this risk.
6. KEY CARDS WILL NOT BE ISSUED IF:
 - a) The account has an outstanding balance of any type of monetary funds owed to the HOA including but not limited to maintenance fees, fines, self-help fees, late fees, legal fees, interest.
 - b) If your account has been turned over to legal for any monetary funds owed to the HOA.
 - c) You have not submitted a lease if you are renting your unit