

# Park Villas North Condominium Association

c/o Howerton Management Services

8305 Vickers Street, Suite 211

San Diego, CA 92111 Tel: 858.569.1793 Fax: 858.569.2005

## **IMPORTANT INFORMATION!** **UPCOMING CHANGES FOR PARKING GATE ACCESS**

July 18, 2018

Dear Homeowner:

**At the June 19, 2018 Homeowner's Association Board meeting it was voted unanimously to replace our current Parking Lot Gate Entry System and card readers.**

The existing entry gates are no longer feasible due to their age and the inability to repair and/or replace antiquated non-existent parts. In addition, gate entry cards for the current system are no longer in production.

**To gain access to the parking lots, we are distributing two (2) free new Entry Gate Cards per unit, prior to installation of the New Entry Gates. New cards will be available for pickup at our Onsite Club House on the following dates:**

- **Onsite Pick up on Saturday Morning August 11 - 9:00 AM – 1:00 PM**
- **Onsite Pick up on Tuesday Evening August 14 - 6:00 PM – 9:00 PM**

**If you can not pick up your 2 New entry gate cards onsite in the Club House on the dates provided above, they will be available for pick up at Howerton Management Services during regular business hours beginning on **August 20, 2018** Howerton Management office at the address provided above. Please call Howerton in advance to arrange for pick up. **Any additional cards are available for \$35.00 per card.****

### **Important Instructions!**

- **All unit owners must complete a New Updated Contact Form** (attached) prior to obtaining the two (2) Entry Gate Cards.
- **If you are renting your unit and have tenants:**
  - Please complete the enclosed Contact Form with your current information.
  - Sign the at the bottom of the Contact Form to release the 2 New Gate Cards to your existing tenants.
  - You are responsible as owners to send the enclosed Contact Information to your tenant via mail, fax or email ***in advance***, so they can bring it with them to pick up their new cards. Your signature gives your tenant permission to receive the new gate card on your behalf as the owner.
- **At the time of pick up, all Homeowners and/or Tenants are required to provide** "proof of residence" (i.e. lease or gas & electric bill and a picture I.D.) along with a completed Contact Form (attached) before receiving the two (2) new gate cards. (***No exceptions will be made due to the Security of Park Villas Association Property.***)

Thank you for your cooperation. Sincerely, HOA Board of Directors