

Harbor Pointe Condominiums

7 Indian River Ave, #1206, Titusville, FL 32796

Office (321)-383-7580 Fax (321)-383-7581

PARKING DECAL & ACCESS CONTROL FORM

The following guidelines shall be implemented and followed for application and distribution of parking decals for the Association.

1. As it always has been and shall be the policy of Association to issue two parking decals per home: one for the garage and one for the parking lot. Owners & Residents may have up to a maximum of 2 decals per condo unit.
2. Page-2 of this form requires residents to provide a copy of their current vehicle registration and driver licenses to obtain a windshield parking decal for their vehicle allowing them to park in the parking lot directly in front of the resident buildings.
3. If a new vehicle is obtained, the old decal should be removed from the old vehicle. Only the first two decals PER OWNER are free, For All tenant's decals, and any Owner's RFI's beyond the first two decals will be for a fee of \$10.00/per decal.
4. Decals will only be distributed to residents living in the community. Owners who do not live in the community AND have tenants in their unit(s), will not be issued a decal. See item 6 below.
5. All decals shall be affixed onto the resident vehicle by the management staff or authorized personnel.
6. Homeowners who choose to rent out their Condo's will relinquish their use rights for a decal once their home has been rented. **Rental homes are required to have a valid lease on file with the Association, please bring a copy of your current lease for our records.** Tenants will then assume owner's rights of use of common areas (with the exception of Association voting rights) while the owner will then be entitled to guest privileges per Association Documents. All tenants will have to pay a \$10 fee/per decal, with a maximum of two active decals per condo unit.

RESIDENT SIGNATURE: _____ **DATE:** _____

A Residents signature signifies their understanding of the Access Control Requirements contained in this 2-page Form.

HARBOR POINTE ACCESS CONTROL APPLICATION

This form will be used to set up your information in the Association records and the access control systems.

Bldg. # _____ Unit # _____ ARE YOU (CIRCLE ONE) OWNER or TENANT

Unit Owner's Name: _____

Mailing address if different from condo unit: _____

Resident Name: _____ Telephone Number: _____

Resident Name: _____ Telephone Number: _____

EMAIL: _____ NOTICE: Your email will be used strictly for notifications regarding Harbor Pointe Condominium Association business ONLY, including notices and event information. We will not share this email with any outside parties or other residents of Harbor Pointe without your further explicit written permission to do so.

IF A TENANT: LEASE TERM starts on _____ and runs to _____

***A current lease must be on file for tenants and tenant access will be limited to the lease period we have on record
CREDENTIALS

- Two fobs per unit will be issued to unit owners for use at the gate, your building, clubhouse, and pool. One additional access card for guests can be purchased for \$10. Replacement fobs can be purchased for \$25 (initial fobs will be deactivated).
- Tenants must purchase fobs for \$25 each (maximum of 2).
- Additional directory listings and/or credentials require Board approval and proof of residency for the additional persons.

Resident #1 OFC USE Fob # _____ Resident #2 OFC USE Fob # _____

Add'l #3 OFC USE Fob / Card # _____ Add'l #4 OFC USE Fob / Card # _____

GATE ACCESS CREDENTIALS

- Two RFID stickers per unit will be issued free of charge to unit owners. Replacement stickers are \$20. Additional stickers for other household members will be considered with proof of residency and Board approval.
- Residents can opt to use their Sunpass or E-pass devices in place of the RFID stickers, although they must be permanently affixed to the vehicle. No charges will be incurred with the use of the devices. (Please note the longest number on the back of the device in the space below).
- Tenants must purchase RFID stickers for \$20 each (maximum of 2).
- Parking decals are required for Resident area parking (along buildings). No more than two decals will be issued per unit.
- Fees are collected on-site when RFID stickers and parking permit decals are affixed to your vehicle.
- **A copy of the current vehicle registration and resident driver's licenses must be included with application.**

Vehicle #1 Make _____ Model _____ Color _____

License Tag # _____ Parking Permit # _____

OFC USE: RFI # _____ Sunpass / Epass # _____

Vehicle #2 Make _____ Model _____ Color _____

License Tag # _____ Parking Permit # _____

OFC USE: RFI # _____ Sunpass / Epass # _____

REPLACEMENT VEHICLES: for office use.

Vehicle #3 Make _____ Model _____ Color _____ Tag# _____ RFI _____ HP DECAL _____

Vehicle #4 Make _____ Model _____ Color _____ Tag# _____ RFI _____ HP DECAL _____

Vehicle #5 Make _____ Model _____ Color _____ Tag# _____ RFI _____ HP DECAL _____