



RESIDENT REGISTRATION FORM

Please fill out and return the attached Resident Registration Form. By filling out the following information you are providing the Three Lakes Property Owner's Association with information necessary to update our records to ensure we have accurate information for our Access Control System, Associa Property Management, Guardeos Visitors System, Padron, Montoro & Hartney LLP Accounting Service, Townsq App and Telephone Entry System. All information provided herein is considered private and will not be used for any purpose other than stated purpose above.

INSTRUCTIONS:

Please complete this form in its entirety. This form and additional documents must be **MAILED or DELIVERED** to the property manager's office for review. Since there will be a high volume of requests coming into the office please allow 1 to 2 business days for processing.

DECALS, ACCESS CARDS and REMOTES will not be issued on a walk-in basis at this time.

NOTE: Your **HOA account must be paid up-to-date and all pending architectural violations corrected** prior to issuance of any access cards or remotes beyond the 2 courtesy cards.

With this application you must submit a copy of the following documents:

- ☐ Copy of driver's license for each vehicle owner. Must show Three Lakes address or address change.
- ☐ Copy of each vehicle's valid DMV registration. Must be valid through 2020 or 2021 and must show Three Lakes address.
- ☐ Copy of current lease with tenants, if applicable. Must be currently valid.

HOMEOWNER'S INFORMATION

Homeowner's Name: _____

Three Lakes Street Address: _____ SW _____

Mailing Address _____ if different from Three Lakes street address

City: _____ State/Country: _____ Zip or Country Code: _____

Primary Telephone: _____ Secondary Telephone: _____

Primary email: _____ Secondary Email: _____

TELEPHONE ACCESS CONTROL PANEL

For our new access control system we need to enter a homeowners name for the display. Please provide the name you would like to see displayed on the panel. There is a maximum of 15 characters allowed.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- ☐ For government employees who qualify for **Florida Statute 119.071(4) (d)** and wish not to display your information check off this box. Proof of qualification will have to be provided.

RENTAL HOME

If you are a non-resident owner, please provide the following information about any tenants you may be leasing your property to:

Lease term: Start Date: ____ / ____ /20 ____ to End Date: ____ / ____ /20 ____

Total Number of Adult Tenants* : ____

Tenant #1 - Name: _____

Telephone: _____ Email _____

Tenant #2 - Name: _____

Telephone: _____ Email _____

Tenant #3 - Name: _____

Telephone: _____ Email _____

Tenant #4 - Name: _____

Telephone: _____ Email _____

***If more than five (5) adult tenants are occupying your house, please list on a separate piece of paper and include their telephone and e-mail information.**

Resident Vehicle Information

In order to process access card or remote requests, vehicle of drivers using the access cards and remotes must be registered. Please provide **ALL** requested information for vehicles of those who live at the property address. Besides the access cards and remote, you (or your tenants) will be registered for the issuance of a Three Lakes Vehicle Registration Decal once your registration form has been processed. ***Please note that you need to provide a photocopy of a FL driver's license or other government issued ID of each individual listed below and a valid vehicle registration for any vehicles listed indicating a Three Lakes address for both in order for the property manager to process your form.***

	Make	Model	Color	License No.	Registered Owner
1					
2					
3					
4					
5					

☐ I declare (renter/owner) that I do not own or drive any vehicle in the Three Lakes Property.

Name: _____ Signature: _____ / / 20 ____

Vehicle Regulations and Enforcement

The following regulations are currently in effect and must be observed by all residents and their guests.

- Guest parking is on a first come, first serve basis. It is recommended that all parked cars be locked in the parking area. Any personal property which may be left in any automobile shall be at the sole risk of the parties owning the same. The Three Lakes POA or management shall in no event be liable for the loss, destruction, theft of or damage to such property or automobile.
- Parking in a space designated as handicapped is prohibited without handicapped tags or a hangtag
- Parking and/or driving on grass is prohibited.
- Drivers are to stay within their driving lane and not attempt to avoid speed humps by driving off the edge of the street.
- No washing or mechanical work will be permitted in the parking areas.
- Vehicle operators shall yield the right-of-way to pedestrians and cyclists on the roadway.
- The maximum speed in the community shall not exceed **15 miles per hour**.
- All stop signs and traffic directional signs shall be obeyed.
- Commercial vehicles are not allowed in the community from 10 PM to 7 AM. A Commercial vehicle is defined as, but not limited to, vehicles having any of the following attributes: a. Racks b. Ladders c. Tool boxes on the sides d. Over ¾ ton e. More than two axles f. Vans or buses designed to carry more than 10 persons g. Construction Equipment h. Tractors i. Delivery / Moving Trucks

Towing

Failure to follow these regulations can result in being subject to towing and fines.

- Parking on grass common areas.
- Vehicle unmoved for longer than 48 hours in guest parking lots.
- Vehicle parked on a street with a double yellow line.
- Vehicle parked in any area marked as a "No Parking Zone."
- Vehicle parked overnight on the street.
- Vehicle parked within 15 feet of any fire hydrant.
- Vehicle obstructing the street or impeding the flow of traffic.
- Commercial vehicles, boats or trailers parked in the guest parking lots. This includes any vehicles with externally located or easily visible commercial equipment, materials or signage. Commercial equipment shall include, but is not limited to: ladders, ladder racks, compressors, generators, landscaping equipment, pumps, building trade tools, emergency light bars, and beacons.

Display of Decals

All decals must be displayed in the lower left portion of the rear windshield or driver's side rear window.

Signature

Please sign in the space provided below. Your signature acknowledges that all information contained herein is accurate and that all vehicles maintained in Three Lakes have been identified on this form. Your signature also constitutes your acknowledgement that you have read and agree to the Three Lakes Parking Policy. You agree to be bound to the requirements and rules set forth in such policy resolution. Use of this form and submission of it indicates your expressed warranty that the statements set forth in this form are accurate and correct to the best of your knowledge.

Approval

Upon the receipt of a completed registration form, decals will be sent to you for each registered vehicle. Upon selling, or trading in your vehicle or if you sell your home and move-out from Three Lakes, all decals must be removed from vehicle(s).

Acknowledgement

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE RULES AND REGULATIONS: Home

Address: _____

Name: _____ Signature: _____ / / 20



REMOTE ACCESS DEVICE ORDER FORM

Two Access Cards are being made available to all Three Lakes homeowners at no cost for a limited time to facilitate entry through our 137th Ave, 152nd St and North gate. Should a property owner require additional devices, a homeowner may purchase 3 additional devices.

ACCESS CARDS AND REMOTE ORDER FORM

Access Device	User	Relationship to Owner	Device #
Access Card \$0.00 <input type="checkbox"/>			
Access Clicker \$50.00 <input type="checkbox"/>			
Access Card \$0.00 <input type="checkbox"/>			
Access Clicker \$50.00 <input type="checkbox"/>			
Access Card \$10.00 <input type="checkbox"/>			
Access Clicker \$50.00 <input type="checkbox"/>			
Access Card \$10.00 <input type="checkbox"/>			
Access Clicker \$50.00 <input type="checkbox"/>			
Access Card \$10.00 <input type="checkbox"/>			
Access Clicker \$50.00 <input type="checkbox"/>			

**No cash accepted, only personal checks or money orders.
Please make checks or money orders out to: Three Lakes POA**

TO BE COMPLETED BY MANAGEMENT

Owner/Resident current in Assessments? Y / N

Owner/Resident has cured all violations? Y / N

Valid FL Registration with a Three Lakes Address for all vehicles listed? Y / N

Valid FL Driver's License or other government issued ID with a Three Lakes Address of all access device users listed? Y / N

Decals Issued:

Vehicle #1: _____ Vehicle #2: _____

Vehicle #3: _____ Vehicle #4: _____

Vehicle #5: _____

Date Issued: _____ Approved by: _____



Door/Gate Access Card and Remote Device User Acceptance Agreement

This agreement outlines the responsibilities I have as a holder of the Three Lakes POA Access Card or remote device. My acceptance of this agreement indicates that I have read and understand the Access Card and Remote Device Policy and agree to adhere to the protocol and procedures established for the use of Door / Gate Access Cards and Remote Devices.

1. The Door / Gate Access Cards and Remote Devices are intended to facilitate the entry to electronically access-controlled gates and doors on Three Lakes POA premises.
2. I understand that the Door / Gate Access Card or Remote Device is issued in my name as the sole authorized person for access to the appropriate areas of Three Lakes POA. I will not allow any other person to use my Card or remote. I understand that I should not open the doors or gates for others that do not have their own card or remote device, but rather direct the person to the Three Lakes Property Managers office or security office for assistance.
3. Upon gaining access to a building using the access card or remote device I will not prop open doors.
4. I will not punch holes in the card or remote, attach or affix any pins or decorations to the card or remote, bend the card remote, or wash the card or remote as it may render the card or remote inoperable.
5. I understand that cards or remotes should not be left unattended near door locks, gates or carried in such a manner to be susceptible to loss or theft.
6. Access cards and Remote Devices are non-transferable, I understand that upon the sale of my home or conclusion of my lease, cards and remotes will be deactivated and the new owners or tenants will have to register them again.
7. I understand that I must immediately notify the Three Lakes POA Property Managers Office if my Access Card or Remote Device is lost, missing, stolen, or damaged.
8. I understand that the Three Lakes POA Property Managers Office will assess me a fee of \$10.00 for a replacement card if the card was lost, missing or damaged and a fee \$50 for a replacement remote if the remote was lost, missing or damaged.

Rights of Three Lakes POA

Three Lakes POA reserves the right to withdraw from an individual, any or all access to Gates and Doors through the use of Access Cards and/or Remote Devices if the homeowner of the assigned address is more than 60 days past due on their HOA Assessments or if evidence is found that the Access Card or Remote Device is being misused in any way. Any unauthorized use will result in a suspension action that will require the purchase of new cards and clickers to reactivate. Three Lakes POA reserves the right to withdraw all Door Access Cards and Remotes, suspend some or all of the facilities or replace the Card or Remote Device with one or more alternatives, without prior notice.

Acknowledgement

I acknowledge that I have read, understood and agreed to this agreement.

Home Address: _____

Name: _____ Signature: _____ / / 20