

SAPPHIRE LAKES MASTER ASSOCIATION

Manager's Onsite Office 239-353-2465

Office Location in Gate House

8001 Radio Road, Naples, FL 34104

Office Hours M-F 8:30AM – 4:30PM

sfoster@resortgroupinc.com

GATE ACCESS POLICY

1. Residents may purchase bar codes and swipe cards, by appointment preferably, at the Gate House Office for \$25.00 by check or \$26.06 (3.5%+\$0.15) by credit card made payable to Sapphire Lakes Master Association. No cash accepted.
2. Residents may be asked to show a valid driver's license or Florida ID, and/or vehicle registration to obtain entry access items.
3. Yearly and seasonal renters will be required to have a current and signed dated lease that has been **approved** by the Association and **processed** by their Property Management Company.
4. The owner's name will be placed on the gate display. Only one phone number can be permitted in the gate system whether it be the owner or tenant. Phone number can be changed by management as directed by the owner at any time.
5. Owners or their agent are required to advise management when leases have expired so all tenant bar codes, or necessary swipe cards can be deactivated.
6. The phone entry system works with local and long-distance numbers including Canadian numbers whether the phone number is a cell phone or land line. Unit owners are responsible to get individuals and their vendors into the property with the phone entry system.
7. NO 4-digit vendor codes are to be provided to any resident.
8. When there is a sale, all swipe cards should be left in the unit so the cards could be assigned to the new owner(s). Owners are required to advise the Master Association management on which card numbers are being left and need to be reassigned prior to transfer.
9. The pedestrian walk gate utilizes a 4-digit code (8-6-4-2) for access which may be changed from time to time whenever considered necessary by the Board.
10. All bar codes will be applied to the vehicle at the time of registration in addition to a Sapphire Lakes parking sticker.
11. Bar codes or swipe cards cannot be sent or mailed to anyone.
12. Unit owners can purchase additional swipe cards for **\$25.00** each for the following: Condo watchers, pet sitter/walkers or individual condo cleaner etc.
13. If a swipe card is lost, or if anyone that has been given a swipe card from an owner that is no longer welcomed, please notify the Property Manager so that the card can be de-activated.
14. Licensed Realtors who provide a signed listing agreement in Sapphire Lakes may get an 8 AM – 8 PM, 7 day a week code. Open houses are only permitted on Sundays between the hours of 1PM to 4PM *To hold a Sunday Open House, with the entrance gate open, the Sapphire Lakes Property Manager must be notified before 4:00 pm on THURSDAY of that week*

CHECKS SHOULD BE MADE OUT TO:

SAPPHIRE LAKES MASTER ASSOCIATION

A PROCESSING FEE OF 3.5%+.15 WILL BE APPLIED FOR ALL CREDIT CARD TRANSACTIONS

NO CASH ACCEPTED

Revised 10.22