

## Instructions for Security Access Card Distribution

(As Per Calendar Schedule)

A COPY OF THESE INSTRUCTIONS AND THE CALENDAR OF DATES & TIMES AND A MORE DETAILED VERSION OF INSTRUCTIONS WILL BE POSTED ON ALL BULLETIN BOARDS, THE WEBSITE AND PRINTED ON THE TABLE IN Bldg. #1 BEGINNING MONDAY MORNING!

1. The photo ID Cards and Guest Cards distribution will begin Monday, September 8<sup>th</sup> - September 19<sup>th</sup> Monday – Friday 1- 4 pm & Saturday 13<sup>th</sup> from 12- 4 pm. We ask for you to be patient and expect a waiting period. Just come in during those hours (it is not by streets as it was in the Spring) and our volunteers will guide you.
2. One Representative may pick up the ID Cards for all household members. You must provide your NJ License to verify your ID and Residency to be able to pick up the ID Cards and sign the Acknowledgment form for our permanent records.
3. There will be photos by appointment for special circumstances and new homeowners announced in the near future. **PHOTOS** will be done on the designated appointment only.
4. Following the initial distribution of ID Access Cards and Guest Passes, ID Card Photos will be by appointment during **Office Business Hours ONLY ( NO EXCEPTIONS)**. (To be announced.)
5. Holiday Heights Buildings will be locked 24/7 effective (soft opening September 15th)**SEPTEMBER 16TH** with the exception of Bldg. #1 which will be open for business without IDs & to the public Monday – Friday 9 am – 2 pm.
6. Every Homeowner, Resident & Tenant(s) must have a **Photo ID** to gain entry to Holiday Heights Buildings and Pool at all times. Pool Hours are as per the Pool Rules. Access Cards are attached to the property address. Photo IDs on the cards are those of the people living at that address.
7. Every Home is given two (2) Guest Badges which are identified with the address. All guests must be accompanied by the Homeowner, Resident or Tenant at all times. **You will be fined up to \$250.00 if you try to give your Guest Access Cards to someone else.**
8. Your ID Cards are attached to your account. If you are **“Not in Good Standing”**, you will not gain access to the buildings or Pool. If you attempt access, an alert will be sent to a Director or the Office Manager during business hours.

The Board asks for your cooperation and consideration of this huge undertaking and the efforts put forth to organize and get this project to completion following a year-long plan. We thank you in advance for helping us to bring safety to HH and allowing you to use our facilities without worry or the need to adhere to the past schedules prohibiting entry on certain days and within specific times.

Good Luck, Holiday Heights in taking a new step in our future!

Any questions, please call Carol Hudak @ ex. 219.

**DO NOT CALL THE OFFICE FOR ANSWERS TO QUESTIONS RELATING TO THE PHOTO ID ACCESS CARD DISTRIBUTION SCHEDULE.**