

**SOUTHWYCK SECTION 1 HOMEOWNERS ASSOCIATION
SOUTHGLEN POOL-ACCESS CARD REQUEST FORM**

PLEASE COMPLETE AND RETURN THIS FORM WITH FEE TO:

Southwyck Section 1 Homeowners Association
C/O Crest Management Company attn: Michelle Villegas
17171 Park Row, Suite 310
Houston, TX 77084

Access Card Inquires E-mail: michelle@crest-management.com

- Checks or Money orders are the **ONLY** acceptable forms of payment.
- Please make your Check or Money Order payable to: **Southwyck Section 1.**
- Payment will not be accepted at the gate or by the Pool Company.
- HOA Accounts verified before card is issued.
- Call Community Management Solutions at 281-480-2563 to check HOA balance before requesting Access Card. All Delinquent accounts access cards will be deactivated.
- If you already have a pool card issued last year there is no need to request a new one.

- **REPLACEMENT CARDS COST \$20 EACH (NON-REFUNDABLE)**
- **LOST CARDS MUST BE REPORTED IMMEDIATELY**

Please note:

*Before we can issue access cards, the Association must have proof of ownership of property within the community. The Association may not receive closing information from the title companies for approximately 60 days (or longer) following closing. In order to expedite receipt of your access cards, we recommend you also submit a copy of your closing statement along with this application. **The card allows immediate family of the owner through the gate plus two guests. If additional cards are needed for immediate family, there is no charge. If additional card is needed for guests, the additional card is \$20.00.** Renters must purchase their card, a copy of a current lease is required before cards will be released. It will take 24-48 hours to activate your card.*

Name: _____

Address: _____

E-Mail: _____

Phone: _____

Signature: _____

Date: _____

(Attach copy of Lease Agreement if you are a Renter)

A/R: _____ Verified by: _____

Access Card # _____ Access Card # _____

Southwyck Section 1
Check #
Amount \$