



Board Approved: August 9, 2023

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## **Amenity Access Smart Phone Credentials and RFID Eligibility and Process**

**Homeowners:** Homeowners must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. If you already have an RFID sticker, it will still work, and you do not need to replace it. New homeowners will receive up to two (2) RFID stickers free of charge. Homeowners may also obtain amenity access smartphone credentials. Only one set of amenity credentials per homeowner will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone.

**Tenants:** Approved tenants must obtain RFID stickers for their vehicles at a cost of \$25.00 per sticker. Tenants may also obtain amenity access smartphone credentials. Only one set of amenity credentials per approved tenant occupant listed on the lease and application will be issued. If the smartphone that the credentials are programmed to is lost, those credentials will be disabled and new credentials will be issued for the new smartphone. Bluetooth credentials and RFID stickers will be disabled at midnight (12:00 A.M.) on the last day of the approved application/lease. **\*\*Homeowners, please note that during the lease period, all amenity access will be transferred to your tenant(s), and your access, along with the access of other residents in your home, will be disabled for the duration of the approved lease.**

### **Guests:**

**Immediate family members (defined as: children, grandchildren, parents, and grandparents):** Over the age of 18, these guests are eligible for amenity access credentials to only the Island Club, pool, Latitudes Café, and Tiki Bar. **The homeowner must accompany their immediate family member guest to the Fitness Center and Match Point during peak season October 15 – May 15.** The requirements to obtain these credentials are:

1. A copy of a government issued photo ID (driver's license, State issued ID, Passport) of the guest submitted by the homeowner to establish identity.
2. Completion of registration form/attestation signed and submitted by the homeowner.

3. Copy of ID and registration form must be submitted together by the homeowner and submitted by mail, email, or hand delivery.
4. Open enrollment of immediate family members until November 1<sup>st</sup>, 2023. Effective November 2<sup>nd</sup>, 2023, there will be a 30-day waiting period between receipt of immediate family amenity access credentials request and issuing of credentials.

**Long-Term Resident Guests (defined as: a person who has primary residence with a homeowner within Naples Reserve. Examples: Significant other, spouse not on the deed, adult child, or caretaker):** The requirements to obtain these credentials are:

- a. A copy of a government issued photo ID (driver's license, State issued ID, Passport) of the guest submitted by the homeowner to establish identity.
- b. Completion of registration form/attestation signed and submitted by the homeowner
- c. Proof of residency:
  - i. Government issued photo ID displaying Naples Reserve address, or
  - ii. Utility bill or bank statement reflecting Naples Reserve address

**Short Term Guests (defined as: friend, family member, colleague, etc. that does have primary residence within Naples Reserve with a homeowner):** These guests are not eligible for Bluetooth smartphone credentials or RFID stickers.

**Vendors:** Vendors are not eligible for RFIDs or Bluetooth cell phone credentials. This includes but is not limited to contractors, home watch, dog groomers, realtors, etc.

**\*Please note that all RFID stickers will be affixed to the vehicle by a member of the HOA Management Team upon purchase. This is to ensure that RFIDs are only used by individuals and vehicles authorized to be within Naples Reserve HOA. NO EXCEPTIONS.**

Violations of this process are subject to fines and suspensions per the Naples Reserve HOA Fining and Suspension Policy.