## **CRCA Pool Access - Keycards**

The Continental Ranch Community is known for its beautiful parks, facilities, and pools. To access the pool areas owners will need to use their pool keycard to unlock the entry gates. If you are a new owner in need of your first keycard, a tenant who would like to use the pools, or an established owner who has lost your keycard and need a new one; here are the details for obtaining a keycard.

A maximum of one pool keycard is issued per CRCA property.

Property accounts that are delinquent in their payment of Assessments or that have been subject to a CC&Rs violation penalty may experience temporary electronic deactivation of their keycard. If you find that your keycard suddenly does not work, please check with the CRCA management office. Pool rules violations will also result in suspension of your keycard.

## **New Owners**

If you are a new owner or an existing owner who has never received a keycard, bring your photo ID to the CRCA management office and a management staff member will issue you a keycard linked to your owner account.

If you took ownership of your property within the last two weeks, please bring a copy of your deed in case the office has not yet received the documentation to update you in their system.

## **Established Owners**

If you need a replacement key because your key has become lost or stolen, bring a copy of your ID and a check or money order (no cash / no credit card accepted) made payable to 'CRCA' to obtain a replacement keycard.

Replacement keycard fees are as follows: \$10 for each card replacement.

## **Tenants / Renters**

The management office will need authorization from the owner of your rental home. Please contact your landlord and ask them to contact the CRCA management office at 520-297-7600. The CRCA management staff will work with your landlord to get the keycard issued.

Once your landlord tells you that the keycard is ready for pickup, please bring your photo ID to the CRCA management office. Ask your landlord if a fee is required, and if so please bring a check or money order (no cash / no credit card accepted).