**Dear Resident:**

**The Carlton Lakes CDD will be deactivating all access cards to the Community Center on February 28th, 2023, at the end of the day. The purpose is to update all records and make sure that only current residents have access to the facilities.**

**All residents starting March 1, 2023, will need to renew their access cards. During office hours:**

**Mondays 3pm to 9pm**

**Tuesdays 9am to 5pm**

**Wednesday’s 3pm to 9pm**

**Thursday’s 9am to 5pm**

**Friday’s 9am to 5pm**

**Required Items for a Renewal, New or Replacement Card:**

**If you own your home, please bring your deed or closing papers.**

**If you lease your home, please bring your lease.**

**Also please bring a photo ID with you.**

**Lease Holder Card, Lost card replacements are $25.00 per card. Reactivation of existing card is free.**

**Maximum of two cards per household. Primary card holders’ photos will be placed on the access card.**

**Be prepared to have your photo taken.**

**Checks and Money orders only, made out to Carlton Lakes CDD.**

**Thank you for your patience during the updating of the access card system.**

**Clubhouse Office**

**11440 Carlton Fields Drive**

**Riverview, FL 33607**

**813-773-3002**

**Thank you**

**Your Carlton Lake CDD Board and Management Team**