



Memorandum

Date: February 2, 2023

SUBJECT: Carlton Lake Card Access to Community Center All Access Cards will be deactivated February 28, 2023, until renewed.

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