



RE: Key Card Access for Pool & Sports Park Restrooms

Dear Homeowner,

Welcome to Olde Atlanta Club (“OAC”)! Enclosed with this notice are two (2) access cards assigned to your residence and a waiver form. Some access cards may have been left behind by the sellers, but these cards will replace them. These cards have not yet been activated. In order to have your cards activated, you must sign and return the enclosed waiver form to Access Management Group. Once received, your cards will be activated. You may remit your signed waiver utilizing any of the following options:

**Mail:** Olde Atlanta Club - 1100 Northmeadow Parkway, Suite 114 Roswell, GA 30076

**Email:** [bmercurio@accessmgt.com](mailto:bmercurio@accessmgt.com) – Barbara Mercurio, Assistant

**Fax:** 770-777-6907 attn: Barbara

Please keep these points in mind:

- Each homeowner is responsible for the cards they are issued and all activity associated with those cards.
- Please keep your cards in a safe place.
- Do not lend them to anyone outside of your household.
- Please do not open the gate for anyone who does not have a working access card.

Please also understand the rules associated with your cards:

- Two (2) cards will be issued per home.
- A replacement card due to any reason is \$25.00 per card.
- Any owner who becomes delinquent forty-five (45) days or more in any amount due the association will have their cards deactivated without notice and not reactivated until all fees are paid current. If your card is deactivated it will be your responsibility to contact Access Management Group to request your card be reactivated if you wish to have the reconnection expedited.

Should you have any questions please do not hesitate to contact us.

Sincerely,

*Lindsey Malone*

Lindsey Malone, CMCA  
Certified Manager of Community Associations  
[lmalone@accessmgt.com](mailto:lmalone@accessmgt.com)