

**MORENO VALLEY RANCH**   
**COMMUNITY ASSOCIATION**

Dear Residents:

There is an access control system installed on the gates the Moreno Valley Ranch Community Association. In order for homeowners to get their new ID cards to gain access to the swimming pool, picnic, lake and tot lot areas, you must come in to the management office with a copy of your recorded Grant Deed or a copy of your Escrow Closing Settlement Statement to show proof that you are an owner at Moreno Valley Ranch Community Association. You must also provide a copy of your driver's license.

Please then bring this form, completely filled out (see other side) with you.

Attached to the back of this letter is a form for owners to fill out before you come to the office to help facilitate the process of issuing your ID cards.

Following is the cost for the cards related products:

ID card (Owners get first 2 cards free all others at a cost of \$5.00)	2 free, then \$5.00 each
Tenant ID card	\$15.00 each
Lost ID card	\$15.00 each
Broken or Cracked ID card (You must bring it in however)	\$15.00 each
Non-working Card (with proof)	\$15.00 each
Stolen	Fee with proof

IF cards are not returned prior to a close of escrow or when new tenants apply for cards each missing card will be charged at a rate of \$35.00 per card.

The management office is open Monday through Friday from 9:00 am to 4:00 pm and Saturday 9:00 am to 3:00 pm for you to come in and get your ID Cards. If needed staff will stay after hours during the week to assist owners in getting their ID Cards only if you contact them and make an appointment in advance, and according to staff availability. When you come to the management office your picture will be taken and your name put onto the ID card.

Please make checks payable to Moreno Valley Ranch Community Association. We are able to accept exact cash or money order as well. No credit or debit card payments are accepted.

Thank you in advance!

On behalf of the Board of Directors of Moreno Valley Ranch Community Association