

MGMA RESIDENT CARDS AND GUEST PRIVILEGE PROCEDURE

(APPROVED AT THE MGMA BOARD OF DIRECTORS MEETING ON MAY 25th, 2022)

1. Resident Cards - New homeowners that have just purchased a home, will need to bring in their warranty deed and driver's license to apply for an access ID card. Only those on the warranty deed, significant other of the homeowner, dependent children 16 years or older living permanently in the home are eligible for resident cards. Please note that everyone 16 years of age and older will need a resident card to come in without supervision. If your name is not on the warranty deed, the address on your driver's license must reflect the Madison Green address. (No exceptions to this rule.) Dependent children 16 years or older that do not possess a driver's license, or have a different last name will need to provide a birth certificate and student ID. The first two cards are free, and each additional card can be obtained for \$10, which must be paid with a check, money order, or credit card (credit cards are only accepted during office hours). Cash payments are NOT accepted. To apply for a resident card the resident must fill out a clubhouse access application form. All resident card applications must be signed by the homeowner at the clubhouse and approved by the MGMA Property Manager. Clubhouse cards are available during the office hours of 9 am to 5 pm, Monday through Friday.

2. Resident Cards for Tenants - If the Resident is renting out the home, the Village Management Company must produce a valid lease agreement (to MGMA) to be issued a Resident card and only the names of the people listed on the lease agreement may be issued a Resident Card. The charge for this card is \$10 each.

3. Guest Clearance: (Guests accompanied by a Resident throughout each visit do NOT need a Guest Clearance.)

- a. If a Resident has a Guest (age 18 or older) visiting from out of town (outside of Palm Beach County) and the Resident wants the Guest to use the Facilities without the Resident present, the following procedure shall be used:

- 1) The Resident must accompany the Guest to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff member enters the Guest(s) name in the computer guest list with a one-week expiration date. There will be no charge to the Homeowner or the Guest for a Guest Clearance.
- 2) The Guest must have proper identification (i.e. driver's license) each time they enter the Clubhouse. **NO** exceptions.
- 3) Guests are not able to bring in other Guests, except for their dependent children (under 18 years of age).
- 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.
- 5) The gym is for residents only; no guests are allowed.

If a guest lives within Palm Beach County, they must be accompanied by a Resident throughout each visit. This prevents Residents from listing local family members and friends who live outside of Madison Green from unaccompanied use of the Clubhouse facilities.

- b. If a Resident has an out-of-town Guest (outside of Palm Beach County) staying with them for an extended period of time, or has a person providing babysitting services for the Homeowner (may reside **in** Palm Beach County) and the Resident wants the Guest or Babysitter to use the Facilities without the Resident present, the following procedure shall be used:
 - 1) The Resident must accompany the Guest or Babysitter to the Clubhouse for the initial time. The front desk staff must confirm that the Guest is from out of town (i.e. driver's license) and the Resident is not suspended, then the MGMA front desk staff enters the Guest(s) or Babysitter's name in the computer guest list with an expiration date NOT to exceed one (1) month. There will be NO charge to the Homeowner or the Guest/Babysitter for a Guest Clearance.
 - 2) The Guest or Babysitter must have proper identification (i.e. driver's license) each time they enter the Clubhouse. NO exceptions.
 - 3) Guests are not able to bring in Guests, except for dependent children (under 18 years of age). Babysitters **MUST** bring in the child(ren) under their care. Without the child(ren) under their care, babysitters residing in Palm Beach County may not use the facilities unless accompanied by a Resident.
 - 4) The Guest must be at least 18 years of age to obtain a Guest Clearance.