



**Dear Chapel Crossings Residents,**

We are thrilled to announce the commencement of the access card issuance process in preparation for the grand opening of our state-of-the-art amenity center in February. To ensure a smooth and efficient process, we kindly request your cooperation in adhering to the following schedule and bringing the necessary documents to the amenity center office.

**Documents to Bring:**

1. Completed Resident Information Form (Previously sent out)
2. Proof of Identification (Copy of license)
3. Proof of Residency (Copy of Deed or Lease w/name & address)
4. Signed Amenity Center Rules and Acknowledgement Form (Previously sent out)

**Important Information:**

- All access cards will be activated simultaneously once the amenity center officially opens.
- Stay updated with the latest announcements on the Chapel Crossings CDD website:

<http://www.chapelcrossingscdd.org>

**Issuance Schedule:**

To expedite the process, please ensure that you arrive at the amenity center during your designated community time slot below with all of the necessary documents. If you need another copy of the Resident Information Form or Amenity Center Rules & Rates; Acknowledgement form, contact Beth Robinson at the contact listed below the signature line.

Thank you for your cooperation, and we look forward to seeing you at the amenity center soon!

Warm regards,

Beth Robinson

[clubhouse@chapelcdd.com](mailto:clubhouse@chapelcdd.com)

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