



*Lake in the Woods Owners Assn. Inc.
4400 Lake in the Woods Drive
Spring Hill, Florida 34607*

VEHICLE TOKEN REQUEST FORM Rev. 2022

LAKE IN THE WOODS is a gate controlled access community. This ensures minimal traffic on our streets and contributes to our sense of security from gates, video monitoring and access control guards. All visitors entering our property must be announced by the resident via a phone call to the guard, have a pass requested by the resident(s) or be on the list of visitors/vendors expected by the resident(s) furnished to the access control. Residents are allowed entry by a windshield sticker (windshield token) for each vehicle they use. With **valid tokens**, vehicles are allowed to use the **right-hand lane** to proceed through the gates **slowly** without stopping. All others have to enter through the **left side gate**.

PLEASE TAKE NOTE: LITW will continue to enforce the policy that every vehicle without a valid access sticker token, pass or owner call-in be stopped to identify the driver and/or to record the vehicle designation. Any vehicle **without** a valid access scker/ token (including visitors,vendors, contractors,trades people and even LITW residents) must use the le side gate access lane so the guards can do the screening properly. We now have high-resolution cameras that record accurately and automatically every license plate number that passes through the gates day or night. Please observe posted traffic signs, speed limits and drive slowly. **Further, by accepting the scker/token you agree to pay for any damages to the gate system that may be caused by your vehicle(s) driven by you or by the person authorized by you.**

The form at the boom is to request up to four (4) new windshield access tokens/sckers. *Please drop off the completed form **along with a copy of registration for each vehicle** on the request at the front gate to the attention of Mary Ellen Caesar- Treasurer.* Once your request is approved and recorded by the Board, tokens will be issued and distributed along with instructions on how to attach them to the windshield. Please be patient with this process as it may take several days. **You are** responsible for fixing the "tokens' ' to the windshield yourself and the access guards **will not** be attaching them for you as they did with the "sckers" in the past.

PLEASE TAKE NOTE: Residents will be charged to replace any "lost" token(s). The lost token(s) will be inactivated rendering them useless. Peeling the tokens from the windshield also can make them useless. Once fixed properly the tokens are expected to last several years.The Board of Directors thank you for your cooperation.

Your name

Address

Phone

Vehicle (1) color, make and year: License # _____

Vehicle (2) color, make and year: License # _____

Vehicle (3) color, make and year: License # _____

Vehicle (4) color, make and year: License # _____