



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

VEHICLE TOKEN REQUEST FORM

Rev. Aug 2023

LAKE IN THE WOODS is a gate-controlled limited-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 community must be announced by the resident via a phone call or email to the guard, have a pass requested by the resident(s) or be on the list of visitors/vendors expected by the resident(s) and furnished to the access control. Residents with a **valid token**, are allowed to use the **right-side "resident" lane**. Non-residents and guests must enter through the **left side gate** after clearing with the guard.

Residents access the community through the right side **"Resident gate"** by a windshield mounted transponder (token) assigned to each vehicle they registered with LITW. The Resident Gate is only for use with a valid token properly affixed to the windshield. Proceed to the gate **slowly** and wait for the signal to turn **GREEN to pass through the gate arm. DO NOT TAILGATE THE VEHICLE IN FRONT OF YOU!** If the antenna didn't read your token, the arm would come down on your car. **DO NOT take trailers or RVs through the resident lane.**

NOTE: BY ACCEPTING THE TOKEN YOU AGREE TO PAY FOR ANY DAMAGE TO THE GATE SYSTEM THAT MAY BE CAUSED BY YOUR VEHICLE WHETHER DRIVEN BY YOU OR A PERSON AUTHORIZED BY YOU.

PLEASE NOTE: LITW enforces the policy that every vehicle without a valid access token or pass be stopped by the access control person to be identified and record the vehicle description. Any vehicle **without** a valid access token (including visitors, vendors, contractors, tradespeople and even LITW residents) *must* use the left lane to be screened properly.

Please observe posted traffic signs, speed limits and drive slowly. Golf Carts are authorized to use the roads within the LITW community and Lake in the Woods Drive coming into and out of the community up to the Lakewood Plaza shopping area. Be mindful Golf Carts must observe all traffic rules and are considered a motor vehicle by the state. Share the Road. The speed limit on Lake in the Woods Drive as well as all LITW community roads is **30 MPH** and is strictly enforced by HCSO.

NEW RESIDENTS use the form at the bottom to request up to four (4) new *vehicle access tokens*. Please complete the form and drop off **along with a copy of registration for each listed vehicle** 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 affixing the tokens to the windshield yourself and the access guards **will not** be attaching them for you.

PLEASE NOTE: Residents will be charged to replace any "lost" token(s). The lost token(s) will be inactivated, rendering it useless. The tokens have a "tamper proof" feature to prevent theft which means they are not to be peeled off once affixed. Peeling a token off the windshield will damage the internal antenna rendering it useless. Once affixed properly the tokens are expected to last many years. Should you replace a windshield or trade in a vehicle, you can request a replacement token. The cost of a replacement is \$10.00.

Use this form to request replacement tokens and indicate if you have replaced the windshield or have traded in the vehicle. In the case of a trade-in, indicate which vehicle(s) was sold and details of the new vehicle.

The Board of Directors thank you for your cooperation.

NOTE: A Check or Money Order for \$10 per REPLACEMENT token Must Accompany your Replacement Request.

Resident Name

Address

Phone

Vehicle(1):Year,Make,Model,Color,LicensePlate# _____

Vehicle(2):Year,Make,Model,color,LicensePlate# _____

Vehicle(3)Year,Make,Model,Color,LicensePlate# _____

Vehicle(4):Year, Make, Model, Color, License Plate # _____