

BURGUNDY N ASSOCIATION, INC.

Managed By: Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax

**RENTAL RENEWAL APPLICATION
BURGUNDY N ASSOCIATION, INC.**

You are submitting a Rental Renewal Application. This application is made up of the following:

- Rental Renewal Information Sheet
- Updated Lease; signed and dated
- Lease Enforcement Agreement
- Copy of pest & appliance contracts is required.

Please note that two (2) sets of the above-mentioned paperwork must be submitted when applying for a Rental Renewal.

ALL MATERIALS MUST BE PROPERLY COMPLETED AND SUBMITTED TOGETHER OR THIS APPLICATION MAY NOT BE PROCESSED. OUR OFFICE WILL DO ITS BEST TO EXPEDITE ALL PAPERWORK IN A TIMELY FASHION. WE WOULD LIKE TO CONVEY TO YOU THAT MOST DELAYS ARE CAUSED BY INCOMPLETE PAPERWORK. PLEASE LOOK OVER EVERYTHING CAREFULLY BEFORE SENDING IN COMPLETED PACKET. FEEL FREE TO CONTACT OUR OFFICE WITH ANY QUESTIONS AT 561-637-3402.

Note: If you would like a copy of the Certificate of Approval, please be sure to provide our office with your current information on the bottom of page 2.

Are you a service member as defined by s.250.01 Florida Statutes?

Yes _____ No _____

The term “service member” is defined by s.250.01, Florida Statute to include any person serving as a member of the United States Armed Forces on active duty and all members of the Florida National Guard and the United States Reserve Forces.

Wilson Landscaping & Management Corp.

1300 NW 17th Ave. Suite 270

Delray Beach, Florida 33445

Phone 561-637-3402 Fax 561-637-3407

RENTAL RENEWAL INFORMATION SHEET

Association: BURGUNDY N ASSOCIATION, INC. **Unit:** _____

Name of Owner (s): _____

Owner (s) Address: _____

City/State/Zip: _____

Owner's Phone Number: _____ Owner's Cell: _____

Owner's E-Mail Address: _____

Name of Lessee: _____ SS#: _____ Age: _____

Co-Lessee: _____ SS#: _____ Age: _____

Lessee's Address: _____

Lessee's Phone: _____ Lessee's Cell: _____

Lessee's E-Mail Address: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Plate#: _____

PLEASE LIST ALL OCCUPANTS(S) WHO WILL RESIDE AT UNIT IF APPROVED:

Name	Relationship to Applicant	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PROVIDE NAME AND ADDRESS OF WHERE TO SEND APPROVED CERTIFICATE OF APPROVAL:

**BURGUNDY N ASSOCIATION, INC.
LEASE ENFORCEMENT AGREEMENT**

THIS AGREEMENT made this ____ day of _____, 20____, by and between _____ (“Landlord”), _____ (“Tenant(s)”) and the **BUGUNDY N ASSOCIATION, INC.** (“Association”).

1. Landlord is the owner of the following Unit within the **BURGUNDY N ASSOCIATION**, unit # _____, located in Delray Beach, FL.
2. Tenant(s) is the lessee of the Unit pursuant to that certain residential lease dated _____, 20____, a true copy of such residential lease being attached hereto as Exhibit “A”.
3. Association is the condominium association operating the **BURGUNDY N ASSOCIATION** in which the unit is located.
4. Landlord and Tenant(s) have requested that the Association approve Landlord’s leasing of the Unit to Tenant(s), pursuant to the written lease attached hereto. The Association desires to grant approval for Landlord to lease the Unit if the Association and the other residents of the **BURGUNDY N ASSOCIATION** are adequately protected.
5. Tenant(s) agrees to obey and occupy the Unit in accordance with all use restrictions applicable to the **BURGUNDY N ASSOCIATION**, including the Declaration of Covenants; Articles of Incorporation and Bylaws of the Association; Rules and Regulations; and any policies of the Association or master association, all as amended (collectively “Use Restrictions”).
6. If Landlord defaults in payment of Association’s assessments, then Landlord and Tenant(s) agree that Tenant(s) shall, upon written demand by Association, pay the rent to the Association to satisfy the assessment obligation, including any interest, costs, and attorney’s fees. In such event, Tenant(s) shall commence paying the rent within ten (10) days of written demand from Association until Association notifies Tenant(s) that the delinquent assessments, including any interest, costs and attorney’s fees, are paid in full.
7. If the Tenant(s) should violate any of the Use Restrictions, or violate this Agreement, Tenant(s) and Landlord agree that the Association may itself bring an action against the Tenant(s) to evict the Tenant(s) and/or to enforce the Use Restrictions or this Agreement. The Association may, but is not obligated, to name the Landlord also as Defendant. In any eviction action, the Association may utilize the summary procedure provided in Chapter 51, Fla. Stat. The Association’s remedy of bringing an eviction action is in addition to and not in substitution of any other remedy available to the Association pursuant to the governing documents and Florida Statutes.
8. In any action filed by the Association, the Association may recover its attorney’s fees and costs against the Tenant(s), and/or against the Landlord, or of both are joined a Defendants, against both jointly and severally.
9. The Association is not responsible as to the condition and usability of the Unit. The Association makes no representations, express or implied, about the condition or habitability of the Unit or about the common areas. The Tenant(s) shall look solely to the Landlord as to the condition and usability of same.

IT WITNESS WHEREOF, the parties hereby execute this Agreement.

First Witness as to Both

Landlords

Second Witness as to Both

Landlords

Date: _____

First Witness as to Both

Tenants

Second Witness as to Both

Tenants

Date: _____

BURGUNDY N ASSOCIATION, INC.

First Witness

By: _____

Its: _____

Second Witness

Date: _____

BURGUNDY N ASSOCIATION
Emergency Contact Form

Dear Owner:

Please be advised that we are requesting the following information for the benefit of the unit occupants in times of any emergency (fire, leak, health issue, etc.) or dangerous weather conditions. We would appreciate if you would provide the requested information so it may be documented or mail the form to our president.

Mr. Robert Bates, President
Burgundy N Association
636 Burgundy N
Delray Beach, FL 33484

1. Your name: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____ Email Address: _____

2. Emergency contact (local if possible):
Name: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____ Email Address: _____

You authorize that 2 Board Members may enter your unit so the emergency or dangerous condition may be dealt with.

3. Please inform us if there are any "special needs" in the unit. Yes _____ No _____
If yes, please list the name and any assistance they may require in the event of any emergency or dangerous weather condition.
Unit #: _____
Name of Special Needs Occupant: _____
Assistance Required: _____

4. Please ensure that the President has the current Key(s) to your unit. The Board Member(s) will contact you to set up a time to check the key(s) we have in our possession to make sure they physically open your door.

Owner's Signature: _____
Print Name: _____
Date: _____

Thank you in advance for your cooperation.
Burgundy N Association

**Burgundy N Association
Rules and Regulations 7-13-2022**

Acknowledgement

The Association operates a qualified housing community for older persons pursuant to “The Housing for Older Persons Act of 1995.” For the community to maintain its “housing for older persons” status and achieve exemption from otherwise relevant provisions of the Act, at least eighty percent (80%) of the occupied units must be occupied by at least one (1) person fifty-five (55) years of age or older, and without allowing children under the age of eighteen (18) to occupy the unit.

While this requirement contemplates the possibility of allowing up to twenty percent (20%) of the units could potentially be occupied without at least one person under the age of fifty-five (55) and/or children under the age of eighteen (18) (the “20% Cushion”), the Board must exercise its discretion in how the twenty percent (20%) Cushion is utilized in order to minimize the risk of losing its Exemption.

As such, the Board adopts the following policy to ensure that Burgundy N Association abides by the eighty percent (80%) regulation without losing its Exemption:

The Burgundy N Association Board shall not approve or otherwise intentionally allow any children to reside in a unit under any circumstances, nor any persons under the age of fifty-five (55) to occupy a unit without a permanent co-resident age fifty-five (55) or older. The only permissible exceptions to this policy will be for circumstances that are unavoidable (such as, for example, when a resident under the age of fifty-five (55) is divorced or widowed by the death of his/her co-occupant qualifying senior spouse). No other exceptions will be permitted. The following is provided for purposes of example:

If an over fifty-five (55) year-old married resident resides with an under fifty-five (55) year-old spouse (below the fifty-five plus (55+) minimum age requirement), and the fifty-five (55) year-old resident passes away, the under fifty-five (55) year-old spouse would be permitted to remain in the unit. No other under fifty-five (55) year-old person would be permitted to reside in the unit.

- A. Residents are responsible for the actions of their guests, invitees, contractors, etc.
- B. Violating any of the Rules will result in violation letters, fines and/or legal action, as well as denial of lease renewals.
 - 1. Sales and Rentals:
 - A. All sales/rentals of units must be approved by the Board of Directors. In addition, all prospective purchasers and/or renters must complete a personal interview with 2 members of the Board of Directors and sign an acknowledgement of said Rules and Regulations.
 - B. All unit owners are required to transfer all condominium documents (including amendments) to the new owner(s) or we can email current copy at their request.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

- C. Owners should turn in their rental renewal application for processing no later than thirty (30) days before the lease expires.
- D. If your renter receives three (3) violations within the term of the lease, the lease will not be approved for renewal.
- E. No new owner may lease his/her unit during the initial (1) year of ownership unless the unit is currently rented out with a valid lease in good-standing.
- 2. **Occupancy:**
 - A. One person living in the unit must be fifty-five (55) years old or older. **THIS IS MANDATORY.**
 - B. Sub-leasing is never permitted under any circumstances. Renting out rooms is not permitted.
- 3. **Children:**
 - A. Children under the age of eighteen (18) are permitted to visit for periods not to exceed thirty (30) days in total in any calendar year without the prior written consent of the Board of Directors.
 - B. No sporting games or picnicking are permitted in the common areas. This includes baseball, kickball, football, soccer, Frisbee, tag, jump rope, skateboarding, etc.
- 4. **Pets:**

Kings point is a “no pet” community except as medically approved by a physician and an approved application for an emotional/service support animal has been received.
- 5. **Doors, Locks and Floors:**
 - A. The Board of Directors shall maintain keys to all units. The keys will be used for emergency purposes only or for maintenance inspections. In the event of maintenance inspections, prior notice will be provided to all residents.
 - B. Hard and/or heavy surface floor coverings including without limitation, tile, marble or wood may not be installed in any part of a Unit without the prior written consent of the Association. The Association shall approve the installation of hard and/or heavy floor coverings provided the sound isolation and acoustical treatment material meets the specifications established by the Board.
 - C. The installation of indoor/outdoor carpeting in an open patio, balcony or any other area with exposure to open air is strictly prohibited. The rain causes damage to the concrete underneath.
- 6. **Consent to Alter:**
 - A. **NO UNIT SHALL BE MATERIALLY ALTERED, ADDED TO OR MODIFIED WITHOUT THE PRIOR WRITTEN CONSENT OF THE ASSOCIATION.** Specifications for desired work must be submitted to Wilson Landscaping & Management Corp. through an Architectural Request Form (“ARC” Form). These forms can be obtained by calling Wilson Landscaping & Management Corp. at (561) 637-3402. **A REFUNDABLE DEPOSIT OF \$250 PAYABLE TO BURGUNDY N ASSOCIATION TO COVER ANY DAMAGE TO THE COMMON AREAS DURING THE RENOVATION IS DUE WHEN AUTHORIZATION TO REMODEL IS GRANTED.** Should there be any damage to the common elements, the cost of repair will be deducted from the deposit.

Initials of Applicants(s): _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

If there is no damage after inspection, it will be refunded. Work is permitted Monday through Friday, between the hours of 8 am and 5 pm. **NO WORK IS PERMITTED ON SATURDAY AND SUNDAY UNLESS IT'S AN EMERGENCY.**

- B. Unit owners are responsible for any damages to the common elements caused by their contractors/workers. Catwalks must be protected and/or cleaned at the close of every business day while work is being done.
 - C. Contractor waste cannot be placed in dumpsters. Each contractor is responsible to remove their own waste.
7. **Trash and Recycling:**
- A. Place all garbage in plastic bags and tie the bags before dumping them into the dumpster. **NO LOOSE TRASH!** Do not drop large bulk items into the dumpster. All cardboard boxes must be broken down before placing in dumpster or recycling bins.
 - B. Put recyclables in their proper bins. **DO NOT PUT PLASTIC BAGS** into the recycle bins. If the recycle bins are full, place recyclables into the dumpster. **DO NOT PLACE ANYTHING ON THE GROUND.** **Cartons and pizza boxes should not be placed in the recyclable bins.**
 - C. Bulk items such as furniture, appliances and other large items are picked up every Tuesday. Bulk items may be placed **NEATLY** next to the dumpster on Mondays after 5 pm **ONLY.** If bulk items are placed at the dumpster any other day, you will be billed for the cost to remove the items.
8. **NOT PERMITTED:**
- A. Excessive noise from televisions, stereos, visitors, etc. between the hours of 10:00 pm and 7:00 am. For disturbances, please contact the non-emergency phone number for the Palm Beach County Sheriff's office at (561) 995-2800.
 - B. For units on the second floor, place felt tips under moveable furniture.
 - C. No feeding of wildlife (squirrels, ducks, birds, feral cats, etc.). This attracts rodents and racoons which defecate on catwalks, which is unsightly, unsanitary and could cause a slip and fall.
 - D. Smoking is not permitted in unenclosed patios, lifts, catwalks, walkways, stairways, and any other common area. Please be considerate of your neighbors when smoking and dispose of the remnants of your smoking in the trash.
 - E. A business, licensed or unlicensed, may **NOT** be operated out of any unit.
 - F. No labels may be placed on front doors, windows, or mailboxes.
 - G. No cooking on patios, balconies, or common areas of Burgundy N Association per the order of the Palm Beach County Fire Department. There are areas by the Burgundy pool for grilling and picnicking and are available on a "first come, first served" basis.
 - H. Generators are **NOT** permitted at Burgundy N Association per the order of the Palm Beach County Fire Department.
 - I. Nothing is permitted to be hung on doors, windows, balconies or over catwalk railings.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

- J. No shaking of rugs, mops, rags, etc. on or over the catwalks or on grassy areas.
 - K. No throwing buckets of water, cooking oil or any other liquid or dry material, food, etc. onto the catwalks, plants, or grass.
 - L. No sweeping or throwing anything out the front door onto the catwalk or over the balcony onto plants or grass.
 - M. Walking or driving on the grass or through the plants is NOT permitted.
 - N. No signs, advertisements or stickers may be placed on unit doors, windows, or exterior walls.
 - O. "For sale" signs or advertisements, etc. may NOT be posted on vehicles.
 - P. For safety reasons, doormats are NOT permitted (trip and fall).
 - Q. Chairs, flowerpots, statues, or ornaments are NOT permitted on catwalks in front of units.
 - R. Holiday wreaths/decorations are permitted on outside of door or inside of windows from December 1st through January 15th ONLY. Wreaths and decorations must be hung using removable "over the door" hooks. No nails or screws allowed in the door.
 - S. No unit owner/renter shall make or permit any disturbing noises in their unit including but not limited to hobbies, arts, and crafts and/or do-it-yourself projects involving hammering, sawing, drilling, creating any noise nuisance, etc. on a consistent, frequent basis that interferes with the peaceful possession and use of the property by any resident.
9. Leaks:
- A. Check for dripping faucets, running toilets, and leaking shower heads. Call your service contractor immediately when a leak has been noted.
 - B. The Association highly recommends installing water leak detection devices under sinks, near toilets and by hot water heaters. This will help prevent major flooding in the event of a water leak or pipe burst. These leak detection items are relatively inexpensive and can be purchased at home improvement stores.
10. Lift:
- A. Report lift issues to the Board of Directors.
 - B. The lift is not to be used to transport freight items, appliances, furniture, etc. It is for PASSENGER USE ONLY. A \$100 fine will be imposed to those non-compliant.
 - C. The lift is equipped with an emergency call button in the event you are trapped. This button should only be used in the event of an emergency. If there is an issue with the lift itself, please notify a Board Member and it will be reported to the lift company.
11. Cable:
- A. Comcast is the cable provider for all of Kings Point. There is a bulk cable contract for the community which covers basic cable only. Please contact Comcast at (561) 266-2278 for questions regarding boxes, internet, home phone, etc.
12. Hurricane Season: (June 1 – November 30):
- A. Bicycles must be brought inside when a Hurricane Warning is issued.
 - B. Unsecured items from your patio or elsewhere must be brought in upon a Hurricane warning being issued. This is so they do not become projectiles during the storm.

Initials of Applicants(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

13. Bulletin Boards:

- A. Glass covered Bulletin Board is for the Board of Directors use only.
- B. Board member phone numbers and email addresses may be found on the bulletin board.

14. Vehicles and Parking: (Violators will be towed)

- A. You must obey all roadway signs, including speed limits. The speed limit is 25 mph. The Palm Beach County Sheriff patrols the community 24/7 and will ticket violators and/or speeders.
- B. One (1) parking space is assigned to each unit. Guest spaces may be used for units with more than one (1) vehicle. They are available on a “first come, first served” basis and are not reserved for any one unit.
- C. Vehicle tags must be current. Unregistered or expired vehicles are NOT permitted.
- D. Parking spaces cannot be changed or exchanged without Board approval.
- E. Vehicles must be parked head in, not backed in and pulled close to the concrete bumper.
- F. Vehicles in disrepair (i.e., broken windows, flat tires, missing parts, inoperable, etc.) are NOT permitted.
- G. No maintenance or mechanical repairs are permitted except in an emergency.
- H. Disabled/crashed vehicles may not be parked in either assigned or guest space for more than seven (7) days.
- I. Car washing is not permitted.
- J. No commercial vehicles, recreational vehicles, boats, or trailers may be parked on the property overnight.
- K. No more than one (1) vehicle per licensed driver, with a maximum of two (2) vehicles per unit.
- L. No loud vehicles, or motorcycles will be permitted, nor is loud music blaring from the vehicle permitted.
- M. Any car leaking oil on the parking area must be reported to the Board. Pictures and notice of violation will be delivered to the owner who must contact a company to remove stain properly at their own cost.
- N. No vehicle may park in the yellow-lined areas which are reserved solely for the use of emergency personnel and their vehicles.

15. Bicycles:

- A. Bicycles must be parked in front of your parking bumper in a bike rack or kept in your unit. Bicycles that become rusted or have unsightly coverings will be removed.

16. Moving Guidelines:

- A. No eighteen (18) wheeler moving trucks will be granted access into Kings Point.
- B. Trucks cannot block entire main entrance. Please leave half of the walkway open for pedestrians and emergency vehicles.
- C. The lift is not to be used to move boxes, appliances, furniture, etc. Passenger use only.
- D. Do not damage building, doors, handrails, exit signs, light fixtures, etc. Owners/renters will be charged for damages to common areas.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

PLEASE ADVISE YOUR FAMILY, GUESTS, VISITORS, CONTRACTORS, TENANTS AND ALL OTHER INVITEES ABOUT BURGUNDY N ASSOCIATION'S RULES AND REGULATIONS AND THAT THEY MUST ABIDE BY THEM. YOU, THE UNIT OWNER/RESIDENT, WILL BE HELD RESPONSIBLE AND LIABLE FOR ANY AND ALL DAMAGES, DESTRUCTION, INJURIES, NUISANCES, FINES, LEGAL FEES AND ALL OTHER ISSUES CREATED PURPOSELY OR ACCIDENTALLY BY THE ABOVE-MENTIONED PERSON(S), THEIR PETS AND/OR SERVICE ANIMALS.

A COPY OF BURGUNDY N'S RULES AND REGULATIONS CAN BE EMAILED TO YOU AT NO COST. THE CONDO DOCUMENTS MAY BE PURCHASED FROM OUR MANAGEMENT COMPANY, WILSON LANDSCAPING & MANAGEMENT CORP. (561) 637-3402 FOR \$100.00 OR YOU MAY RECEIVE AN UNCERTIFIED COPY VIA EMAIL AT NO COST.

I/we understand, accept and agree to abide by the Burgundy N Association Rules and Regulations.

Unit Address

Printed Name

Date

Signature

Date

Printed Name

Date

Signature

Date



KINGS POINT
GOLF AND COUNTRY CLUB
Where Exceptional Lifestyle Begins

RENTAL and RESALE INFORMATION
ID OFFICE
561-499-3335 Ext. 136 & 135
Monday – Friday 9:00 AM – 4:00 PM
Closed Saturday and Sunday

Fees (All fees subject to change)

- Capital Contribution & Processing Fee-includes one (1) Resident ID Card & one (1) Barcode
\$2,000.00 (Applicable to all resales and transfers of ownership as of January 1, 2025)
- Resident ID \$60.00
- Single Resident ID \$60.00
- Lessee ID \$60.00
- Guest ID \$10.00 (See procedural guide for further details)
- Health Aide ID \$50.00 (Three months)
- Barcode \$10.00
- Saxony RFID Tag \$10.00

Requirements: Coincident with submission of an application for purchase of any unit, proof of payment of the Capital Contribution & Processing Fee **must be included.**

Before issuing **Resident ID cards**, we must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal and,
- The previous owner's ID card(s) must be turned in to Kings Point's ID office. If the ID card(s) cannot be located, a \$60 fee for each outstanding ID card must be paid before new ID cards will be issued. **Checks payable to: Kings Point Recreation Corp., Inc.**
- **Note:** Maximum of two (2) resident ID cards per unit. The first ID card purchased for a resident/lessee must be issued to an individual fifty-five (55) years of age or older.

Before we can issue **Lessee ID cards**, the ID office must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal, along with a lease and,
- Any outstanding ID cards issued for that unit must be turned in.
- As of August 6, 2015, any unit that is SOLD, if there is an existing lease on the unit AND the lessee turns in their ID cards, ID Cards can be purchased by the new owner, even if the lease has not expired.
- Any Owner or Tenant that breaks the lease, the existing rule below still follows:

Resident ID card(s) will not be issued or another Lessee ID card(s) will not be issued until the expiration of the current lease. No Exceptions!

Kings Point Recreation Area Amenities

The Recreation facilities consist of three (3) clubhouses, swimming pools, Natatorium, golf courses, tennis, shuffleboard, pickleball, bocce ball, racquetball and basketball courts, canals, entry gates and roads of the community and other common facilities. Kings Point is a “**NO PET**” community. The Recreation Area does not include condominium property and its parking areas or common grounds. Our residents also have use of the Kings Point buses. The buses serve the community, the immediate surrounding areas and shopping centers. To ensure that residents and their guests have exclusive access to all recreation facilities, a Kings Point ID is necessary. The ID cards are issued in the **ID Office located in the Administration Building**.

PLEASE READ CAREFULLY BEFORE SIGNING!!!!

*Signature: _____ *Signature: _____
Seller/Owner Buyer/Tenant

******Effective January 1, 2025******

Note: **Capital Contribution & Processing Fee** of \$2,000.00 *payable to: Kings Point Recreation Corporation, Inc.*, the Not For Profit Corporation organized under Florida Statute 617, authorized to manage the Recreation Facilities, **must be submitted** with application for purchase.

KINGS POINT USER ACCOUNT REGISTRATION

SIGN IN or CREATE AN ACCOUNT at the kingspointdelray.com website

The enhanced access control system is ready to launch and will be linked to the Kings Point ID system so that you can start developing your list of friends and family for your Permanent/ Temporary/ Vendor gate access.

1. Every resident that has a Community ID are already in the ID system. Those of you that have purchased theater tickets using the Internet have already activated their accounts.
2. For each resident, there will only be ONE account. It will allow you to maintain a Permanent/ Temporary/Vendor Guest list, purchase tickets to our theater and register for "T Times" at the golf course. It will also link purchased theater tickets into the data base so that security will know who is on our property. Remember – persons who do not have ID cards will not be able to activate an account.
3. Activate your account by going to the kingspointdelray.com website.
 - a. On the "Home Page" click on the "Gate Access/Visitor Management" link in order to sign in or create an account.
 - b. Click on "Create Account" and a new screen will appear. The badge number and name you fill in must match the name as it appears on your ID. When creating your account you select a user name and the password. Note the password restrictions listed at the bottom of the page. Make sure that you keep your user name and password in a safe place, as you will need it every time you access your account. When completed, click on "Create User" at the bottom of the page. You have now completed your part of the activation process.
 - c. You will be notified when your account has been activated (within 72 hours).
4. If two persons living in a unit have different last names, it is advisable for each to activate his/her own account. The two accounts will be linked by unit address so that when purchasing tickets during the restricted period, a unit can still only purchase two tickets.
5. Populate your account by going to the kingspointdelray.com website and click on the "Gate Access/Visitor Management" link.
 - a. Click on "Sign In" and enter your user name and password.
 - b. Click on "Sign Me In" and fill in the data requested. Permanent Visitors do not need a visit date. Temporary Visitors will need to fill in the dates for each visitor. Names on the "Temporary" list are automatically deleted at the end of their authorized access time.
 - c. The "Permanent" list will be updated on an annual basis.
 - d. Vendors that issue their employees identification cards, i.e. the Post Office and FedEx do not need to be added to your list.
6. **Do not have a computer?** Call the Staff Office at 561-499-3335/ 561-499-7751 Ext. 225 for an appointment. The Staff will help you activate your account and enter the data.
7. Target date to activate the system at the Normandy Gate is on Monday, May 4th. Once the system is running smoothly at the Normandy Gate, the other manned gates at Kings Point will be implemented.

Like any new major change, this will require your patience as it is a massive programming effort with links to several existing systems. However, you can help in the implementation if you are a resident by obtaining your Kings Point ID. All Residents and Lessees with a vehicle should purchase a barcode for easy access thru the gates.