

# Rules for obtaining Ballantrae CDD photo ID “swipe card”

***Please read both pages before applying for card(s):***

Only photo ID “swipe cards” issued by the CDD Board of Supervisors will open gated facilities within Ballantrae. The card controls gate access [1] in Ballantrae Park to the clubhouse and pool plus the basketball and tennis courts, as well as [2] to the CDD-owned pool in Straiton. Everyone seeking an individual photo ID swipe card must be at least 13 years of age, show proof of age and CDD membership as described below.

The CDD Board adopted the photo ID swipe card system in 2011 to address two main objectives sought by many of our CDD members:

- To reduce crowding by limiting use to the paying members of our CDD and approved guests.
- To foster peaceful enjoyment by allowing the CDD Board to suspend the privileges of anyone who disrupts usage of the facilities, misbehaves and/or refuses to follow posted rules.

Swipe cards are only available at the clubhouse. The resident homeowner/renter must be present when any household member requests a photo ID card. The resident landowner/renter accepts responsibility for actions by home card holders. The process of getting a card takes only a few minutes:

- Call the clubhouse (345-8565) to set an appointment or to ask questions about getting a card.
- Come to the clubhouse between 9 a.m. to 4 p.m. any day of the week and take “pot luck” if maintenance staff is available to process your card(s).

The following categories of photo ID cards are issued:

- Adult residents (18 and older) who document home ownership or rental in Ballantrae.
- Adults that those owners/renters document reside with them (such as adult children),
- Adults that those owners/renters identify as caregivers to their minor child(ren) as described in the Caregiver form available at the clubhouse and online at the CDD website at [ballantraecdd.org](http://ballantraecdd.org) at the Clubhouse & Amenities tab at the end of the third paragraph.
- Adult non-residents who wish to pay to become CDD members. The annual non-resident user fee is \$1,800, non-refundable, for the period of Oct. 1-Sept. 30. A pro-rated fee of \$150/month shall be charged for those that wish to purchase during the fiscal year and shall be calculated to reflect the number of months remaining in the fiscal year (number of months remaining multiplied by \$150). Applications can be obtained at the clubhouse or online at the CDD website at [ballantraecdd.org](http://ballantraecdd.org) at the Clubhouse & Amenities tab at the end of the third paragraph.
- Minors between the ages of 13-17, for whom adult landowner/renter members document custody and request swipe cards.

The first two photo ID cards per member household resident are issued for free. Additional cards require pre-payment of a \$5 fee. No “family swipe cards” are issued. Each resident age 13 and older must have their own, individual swipe card bearing their photo, name and address. Adults receive cards with a green box around their photo. A red box surrounds the photo on cards issued to minors (age 13-17). Nonresident adult caregiver card photos are enclosed in a blue box.

*(continued on second page)*

## **Residency and age documentation required when applying for a photo ID card:**

### **1. PROOF OF RESIDENCY:**

- Home ownership: Ownership is automatically confirmed if a Ballantrae residence is owner-occupied and the name(s) of owner(s) appear on county tax records. If not, resident ownership can be proven with a copy of the property's tax bill, or any other legal document confirming resident's ownership.
- Rental status: Renter(s) must produce that part of their lease bearing their name(s) and the Ballantrae residence address, dates of tenancy and the name and signature of the property owner or manager.
- For other adults residing with resident homeowners or renters: they can prove co-residency with a driver's license showing that Ballantrae address, or USPS mail delivered in their name to that Ballantrae address.
- For caregivers and nonresident CDD members: produce a driver's license showing their current address or USPS mail delivered in their name to their current address.

### **2. PROOF OF AGE:**

- For adults: a valid driver's license, other government-issued photo ID or birth certificate.
- For minors: A parent or legal guardian must accompany all minors seeking cards. The parent or guardian must show the minor's birth certificate, state-issued photo ID or some other official document confirming [1] the adult's custodial status and [2] the minor's date of birth or age.

## **In applying for and the in using a swipe ID card, applicants acknowledge that:**

- Cardholders will follow all posted rules as well as direction given by any member of the Board of Supervisors, its staff and/or law enforcement.
- Cardholders will use only their own ID card and will show it to staff upon request.
- Cardholders will not allow anyone else to use their card.
- Cardholders will observe the daily opening/closing hours for use of CDD facilities.
- Cardholders 18 years of age and older may bring in up to four "guests" (nonresidents or residents not in possession of their own ID card). Cardholder must remain on premises and supervise "guests" as long as any are on-site.
- Cardholders between 13-17 years of age are not allowed any "guests" at any time.
- Caregivers are limited to bringing in as "guests" only the child(ren) they supervise.
- Children under age 13 must at all times be accompanied and supervised by an adult cardholder, who must take all children with them when they leave.

**Refusal to comply with these rules may result in confiscation of photo ID "swipe card," suspension of access privileges and/or the filing of trespassing charges at the discretion of the Ballantrae CDD Board of Supervisors, its representatives or law enforcement.**