

**Park Lakes Property Owner's Association**  
**New Amenity/ Access Card/ Gate Code/EZ Tag Requests**

**Please note that a valid ID is required before access is granted**

CANYON VILLAGE PROPERTY OWNERS need to contact  
INFRAMARK directly for access requests.

Dear Homeowner/Resident:

Your request for amenity access will require a copy of valid ID of the property owner **before** requests are granted.

New Owners and/or New Amenity requests due to a change of ownership, will require proof of ownership be provided (Copy of the HUD-1). New Owners may receive 2 Access cards at no charge and 2 additional cards may be purchased at \$15 each.

EZ tags already owned may be programmed at no charge or a new one may be purchased for \$25.

Payments can be made on the Communityfam.com portal OR check and money orders can be mailed to:

Park Lakes Property Owners Association  
c/o Community Foundation Association Management, Inc.  
9450 Pineroft Drive, #9094  
Spring, Texas 77380

Once processed with payment receipt, your access will be made active. Requests are processed in order they are received and while turnaround times are not guaranteed, they are typically fulfilled between 3-7 days.

New Tags and Access Cards can be mailed for an additional fee of \$1.00

Pick up of cards onsite are limited to days and times. Arrangements made in advance are to be confirmed no later than 3 days prior to pick up date. No shows may not be rescheduled, and an additional charge may be incurred to cover costs.

If you have any questions, please contact [myhoa@communityfam.com](mailto:myhoa@communityfam.com) or call (832) 304-3711 for more information.

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New Amenity/ Access Card/ Gate Code/EZ Tag Form**

**Please note that a valid ID is required before access is granted**

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Access Cards**

# of Cards Issued: \_\_\_\_\_ (total of 4 per home allowed)

Access Card Numbers: \_\_\_\_\_  
\_\_\_\_\_

**Gate Codes (Estates Only)**

Phone Number: \_\_\_\_\_ Directory Code # Issued: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Directory Code # Issued: \_\_\_\_\_

**EZ Tag (Village and Estates Only)**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic# \_\_\_\_\_

HCTR EZ Tag #: \_\_\_\_\_ Park Lakes EZ Tag #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Lic# \_\_\_\_\_

HCTR EZ Tag #: \_\_\_\_\_ Park Lakes EZ Tag #: \_\_\_\_\_

**Additional Information:**

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