

New Barcode Request Form

University Park Community Association, Inc.

Please Check One:

I am requesting (check appropriate box below:)

- ☐ A new barcode for a vehicle currently without one
☐ A barcode as replacement for one that is on my current vehicle
☐ Update the information on file for my existing barcode, # _____

- ☐ HOMEOWNER
☐ MEMBER
☐ TENANT
☐ RENTAL CAR
☐ NON-RESIDENT
FAMILY MEMBER*

**PLEASE COMPLETE ONE FORM PER VEHICLE AND PROVIDE
PHOTO IDENTIFICATION AND CURRENT VEHICLE
REGISTRATION**

Name: _____

Email: _____

Telephone #: _____

Address: _____

Vehicle In Need of Barcode:

Year	Make	Model	Color	License Plate	State
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Vehicle to be Removed: (if applicable)

Year	Make	Model	Color	BARCODE NUMBER
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*For Non-Resident Family Members: Please identify name and address of resident:

**** PLEASE READ AND SIGN REVERSE SIDE ****

Return this form with the vehicle registration to the Property Management Office:

Email: upcai@upcai-fl.com

Mail: ATTN: Barcodes

8301 The Park Boulevard

Office Hours: Monday through Friday 9:00am to 5:00pm

University Park, FL 34201

NEW BARCODE NUMBER: _____

APPROVED BY: _____ DATE: _____

REGISTRATION VERIFIED: _____

FEE PAID: CASH / CHECK # _____

(for members, bill to membership account)

FOR OFFICE USE ONLY

Notes:

MEMBER INFORMATION

_____	MEMBER #
_____	DATE JOINED
_____	EXPIRATION DATE
_____	MEMBER TYPE

DECAL POLICY:

The following policy has been ratified by the Community Association Board to be effective May 1, 2014:

The applicant executing this Bar Code Request Form understands and agrees that applicant and all others on applicant's Request Form shall comply with the rules and regulations of University Park Community Association, Inc. Applicant agrees to keep the Association updated with vehicle and registration information in the event of any change. If applicant wishes to terminate the barcode for any particular vehicle, applicant must give written notice to UPCA, 8301 The Park Boulevard, University Park, FL 34201. It is estimated that any termination will require a minimum of 72 hours' notice. Efforts to either grant or terminate a vehicle barcode are made as an accommodation to Applicant, and the Association shall have no liability to any person for any injury or loss sustained as a result of granting or denying access to University Park. All use of the access gates is made in accordance with Section 6.9 of the Declaration of Covenants, Conditions and Restrictions for University Park.

Please initial applicable section:

_____ HOMEOWNERS: There is no charge for homeowner barcodes. If a replacement is needed, and the old decal is exchanged for the new, there will be no charge for the replacement decal. Each barcode is registered to a specific vehicle. When obtaining more than one barcode, be sure each barcode is applied to the correct vehicle. Barcodes may not be affixed to any portable devices unless express permission has been granted by the Association. Homeowner barcodes are activated for a term of 5 years, at which time they will automatically deactivate unless renewed by providing a copy of the vehicle's current registration to the Property Management Office.

_____ COUNTRY CLUB MEMBERS: Country Club Members may request up to two barcode decals at no charge. Additional barcodes may be purchased for \$15 each by providing a completed Barcode Request form and the vehicle registration. If a replacement is needed, the old barcode must be exchanged for the new barcode, along with payment of \$15 for the replacement barcode. Country Club Member barcodes are activated for a term of one year from the date issued and may be renewed on an annual basis by providing a copy of the vehicle's current registration to the Property Management Office. Your barcode provides you with gate entry between the hours of 6:30am and 8:30pm at both the University Parkway and Honore Avenue entries. The barcode will provide extended exit at the rear gate until 11:59pm. To exit after 11:59pm, you must use the main gate near University Parkway. Upon resignation of the membership, the barcode will automatically be deactivated.

_____ FAMILY MEMBERS (Resident and Non-Resident): Approved Family Members may purchase a maximum of two barcode deals for \$15 each. If a replacement is needed, the old barcode must be exchanged for the new barcode, along with payment of \$15 for the replacement. Family Member barcodes are activated for a term of one year from the date issued and may be renewed on an annual basis by providing a copy of the vehicle registration to the Property Management Office. Your barcode provides you with gate access between the hours of 6:30am and 11:59pm at both the University Parkway and Honore Avenue entries.

_____ TENANTS: Tenants renting a home for at least 30 days may purchase a barcode for \$15 each. Tenant barcodes provide 24 hour access at both the University Parkway and Honore Avenue gates. Each barcode will automatically expire at the end of the lease term. Proper notification of the lease extension is necessary for adjustment to the barcode expiration date. A tenant barcode may be deactivated at any time if registered information is found to be inaccurate or if the driver is in violation of the community rules, including the posted speed limits within the community.

BARCODE RULES & REGULATIONS (As of 11/18/16):

Barcodes are to be affixed to the vehicle to which they are assigned by a member of the UPCA Staff. Barcodes are non-transferable. Removal deactivates the barcode and a new barcode will be required. There may be a cost to you for replacement barcodes. Barcodes should be kept clean and free of scratches or damage. If your car is professionally waxed, buildup can occur, diminishing the operation of the barcode. Buildup can be gently removed with Dawn dish liquid. Barcodes are not to be given to vendors, friends, or family members not residing in the home. If your vehicle receives a new license plate, it is your responsibility to provide the Management Office with an updated copy of the registration. Failure to do so may result in deactivation of your barcode. **WARNING: GATE ALLOWS ONE VEHICLE AT A TIME!** Gate arms operate with LED lighting and only allow entry for one vehicle at a time. When gate arm is in full upright GREEN position, your vehicle is cleared to pass through the barrier. Do not tailgate, as the gate arm will lower after each vehicle and the LED lighting will change to RED to notify the next driver that they are not clear to enter. Failure to allow the gate arm to fully recycle may cause it to strike and damage your vehicle. Any resulting damage to gate or vehicle is the responsibility of the vehicle owner.

By signing below, I acknowledge that I have read, understand and will abide by all Policies and Procedures. I understand that any deviation from the Policies and Procedures may result in loss of barcode privileges.

Date: _____

Signature: _____