



Arbor Creek Request for Pool Key Card

(Only 1 key per homeowner * \$25 for replacement key * Lost keys will be deactivated)

Owner Name: _____

Arbor Creek Property Address: _____

Owner Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

1) Re-activation of an existing key? ____ Key # _____ (reactivation only)
(NO charge for this – All keys associated with past due accounts may have been deactivated)

2) Replacement for a lost key? _____ \$25.00 (check enclosed / online payment)

3) Newly purchased homeowner without key? _____ \$10.00 (check enclosed / online payment)

Will this key be used by a renter of your home? Yes ____ No ____ (Owner responsible for actions of tenant.) If so please tell us their name and phone numbers. (Check must come from and key must be mailed to owner.)

Renter Name: _____

Home Phone: _____ Work Phone: _____ Email: _____

If a new key is needed, make check payable to Arbor Creek HOA and send form / check to address below. Or make a payment online and send the form via email to jess@casnc.com .

Complete form thoroughly and send it to:

CAS, Inc.
PO Box 83
Pinehurst, NC 28370



I paid online and my reference number is _____

Below are instructions on how to make your pool key payment online at <http://www.casnc.com/pay-dues/>

- Select *Please pay your dues for CAS managed communities.*
- Select e-check or credit card payment ** **E-check is free** / Credit card 3% fee/ Debit card \$5.00 fee
- Input the information required: Management Co. ID 937 | Association ID: 285 | Account Number Located on coupon book. If need account is needed, please contact Jessica at jess@casnc.com or 910-295-8205 ☎ Verify all information is correct before submitting.
- You will receive a confirmation number via email, and it will pop-up at the end of the transaction.
- Send that confirmation number along with form to jess@casnc.com

Form Continued on other side; MUST be signed →

Please allow 2-3 weeks for key delivery/ activation

Keys are processed Monday –Friday during regular business hours.

I have read, understand and agree to abide by the enclosed pool rules. I understand that any violation to the rules may result in a fine of up to \$150.00 per violation, assessed to your account.

All dues must be current to use pool. HOA may deactivate keys for accounts over 60 days behind.

Signature of head of household / owner

Date