



Stillwater Ranch

ID card Process

Parents must fill out or have already filled out a release of liability form in order to receive the ID. They must come into the office and present a Birth Certificate that states their date of birth. This is to make sure each child is in fact the correct age in order to receive the ID card for amenity center.

We will be making a copy of the "ID card" to give to the security guards for them to have at their station, to make sure they are aware that it is issued from the Stillwater Ranch HOA and what the ID card looks like. This way they are able to double check that it matches their copy of the issued ID from HOA.

Step-By-Step process to get the ID card for **15 year-old**.

1. Parents must fill out a COVID-19 Release of Liability
2. Must bring in a copy of birth certificate so we can verify the correct age of child
3. Parent must pay \$15 to receive the ID – the HOA will ONLY take check or money order in the office.
4. Office will be taking photo of Minor– that will then be uploaded and placed on the *Stillwater Ranch HOA Amenity issued ID card*
5. The ID card will then be filled out by HOA employee & double checked
6. The ID card will be printed and cut to fit in the Business Card Laminating sheet
7. The Back of the card will then be signed by an HOA employee to avoid fake duplication
8. Feed card through Laminator
9. Give ID card to homeowner and let them know they must Bring this HOA issued ID and Amenity Center card to the Amenity centers to gain access
10. Reminder if lost it will again be \$15 to replace, paying with check or money order only.

Each ID card will cost \$15 per person.



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We will also be implementing the Guardian Pass System again; this is anyone, such as a nanny, or grandparent that is watching over a minor that will utilize the amenity centers without a homeowner present. The homeowner and guardian must be present to fill out a Guardian Pass and a Release of liability form.

Step-By-Step process to get the ID card for **Guardian Pass**

1. Guardian must fill out a COVID-19 Release of Liability form
2. Homeowner must fill out COVID-19 Release of Liability if haven't already done so
3. Photo will be taken– then it will be uploaded and placed on the *Stillwater Ranch HOA Amenity issued ID card and Guardian Pass Form*
4. Guardian pass will then be printed out and filled out by guardian and signed by homeowner
5. Homeowner and Guardian Must bring in a valid government issued ID or Driver's license to validate
6. Guardian must pay \$15 to receive the ID – the HOA will ONLY take check or money order in the office.
7. The ID card will then be filled out by HOA employee
8. The Back of the card will then be signed by an HOA employee to avoid fake duplication
9. The ID card will be printed and cut to fit in the Business Card Laminating sheet
10. Feed card through Laminator
11. Give ID card to homeowner and let them know they must bring this HOA issued ID, Government Issued ID and Amenity card with them to gain access
12. Reminder if lost it will again be \$15 to replace paying by check or money order

Step-By-Step process for **Guardian Pass** if not receiving ID card

1. Guardian must fill out a COVID-19 Release of Liability form
2. Homeowner must fill out COVID-19 Release of Liability if haven't already done so
3. Photo will be taken– then it will be uploaded and placed on the *Stillwater Ranch HOA Guardian Pass Form*
4. Guardian pass will then be printed out and filled out by guardian and signed by homeowner
5. Homeowner and Guardian Must bring in a valid government issued ID or Driver's license to validate
6. Let them know they must bring their Government Issued ID and Amenity card with them to gain access

Each ID card will cost \$15 per person.