

**NORTHBAY POOL CARD REQUEST**  
(Cost is \$40, Turnaround time is next business day)

In filling out the below form, I hereby acknowledge that I have been notified and informed about the following information for the use of the Northbay of Madison, MS (Northbay) pool.

I will read the Northbay POOL RULES and will make sure that everyone in my family is aware of the rules and will abide by them or our privileges will be revoked.

I understand that each Northbay household is only allowed to purchase up to ONE (1) pool keycard. The keycard will be forty (\$40.00) dollars, and the cost of the card will be added to my Northbay HOA account. The pool card will be assigned to you and upon pickup, you will be required to bring a check for \$40 payable to the Northbay POA.

The card will be left for you in the hallway in the clear box near the door, you will find an envelope with your name on it.

**The pickup address is:**

**Specialty Management Services, LLC**  
**700 Avignon Drive, Suite A-2**  
**Ridgeland, MS 39157**

I am aware that my Northbay HOA statement of account MUST BE current to receive a keycard and remain current on HOA dues for the card to stay active.

I am also aware that if I lose my keycard, a replacement keycard can be purchased for forty (\$40.00) dollars and must be obtained from Specialty Management and the lost keycard will be deactivated.

**Full Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

**Do you have a pool card from previous?** \_\_\_ Y \_\_\_ N

**Did you lose your card?** \_\_\_ Y \_\_\_ N

**Are you the owner of the property:** \_\_\_ Y \_\_\_ N

Please **complete this form and email** as an attached file to:

**vickie.specialtymanagement@comcast.net**