

BARCODE & AMENITY KEY APPOINTMENT REQUIREMENTS

Effective immediately, all barcode installations and amenity key requests will be handled by Management and are available by appointment only. Please email Rivermillpm@campbellproperty.com or call 561-408-2512.

Appointment Hours

- Tuesday: 8:15 AM to 1:45 PM
- Thursday: 8:15 AM to 1:45PM

Residents without an appointment may be assisted if time permits. However, if Management is assisting scheduled appointments or conducting Association business, walk-in residents should be prepared to wait.

BARCODE APPOINMENT REQUIREMENTS

Barcode Fee: \$20.00 per barcode

Payment: Check or money order only, payable to **Rivermill HOA.**

No cash. No exceptions.

Barcodes are available **only to approved homeowners, tenants, and occupants on file with the Association.**

Please bring the following to your appointment:

- Valid driver's license reflecting the Rivermill address.
- Current vehicle registration reflecting the Rivermill address.
- Vehicle must be present at the time of installation.
- Expired registrations will not be accepted.

Existing Barcodes

If your vehicle currently has a barcode:

- The resident is responsible for removing the existing barcode before the appointment.
- Management will not remove existing barcodes.
- The area must be cleaned and ready for installation.
- The resident must provide the old barcode number at the time of the appointment.

New Barcodes

For new barcode installations:

- The back driver's side window must be clean and ready for installation before the appointment.

Important

- All barcode installations are weather permitting.
- Incomplete documentation may result in your appointment being rescheduled.

AMENITY KEYS

Amenity Key Fee: \$10.00 per key

Payment: Check or money order only.

Amenity keys are available **only to approved homeowners, tenants, and occupants on file with the Association.**

To obtain an amenity key:

- The individual's name must match the Association's records.
- A valid photo ID must be presented at the time of purchase.