

How to Purchase a Windshield Tag **During the Shutdown**

PLEASE READ THESE INSTRUCTIONS CAREFULLY IF YOU NEED A NEW WINDSHIELD TAG

We normally install new and replacement windshield tags for entering the gates on the **first Tuesday of each month** at the HOAMCO management office – HOWEVER, since our office is still closed due to the Governor's health order, we are scheduling individual appointments the first week of each month. I will be sending out an e-mail with the details for scheduling an appointment around the first of the month, so watch for that.

Windshield tags are only available to Tanoan East residents. You must bring your vehicle to the gatehouse to have the tag installed. Bring your vehicle registration and proof that the vehicle is owned by or driven by a resident of Tanoan East. You must have your permanent license plate on the vehicle before we can install a tag – no temporary licenses.

The tags are \$10.00 each and we can only accept Checks or Money Orders - No Cash, Credit, or Debit Cards. All Association accounts must be current to purchase gate devices.

*If you are a **new homeowner**, we must wait until your information has been added to the association records by the Escrow Department before you can obtain gate tags and cards. This usually takes **at least two to three weeks after closing.***

Until you get your tag installed, residents may enter the community through the left lane at the Country Club entrance (staffed 24/7)

WHEN:

The first week of each month. Watch for e-mail from Austin

By appointment only.

Once you set your appointment, Austin will send you the instructions.

WHERE:

At the main Country Club gatehouse – exit lane, west side of gatehouse.

COST:

Tags are \$10.00 each

Check or Money Order ONLY

No cash, Credit, or Debit Cards

WHO:

Windshield tags are available for homeowner's and registered renter's vehicles

If you only need to purchase a **gate access card** (maximum of 3 per address – homeowners only – cards not available to renters), those may be purchased by making an appointment with Austin to pick them up at the gatehouse. E-mail Austin at amcfall@hoamco.com for an appointment. **Check or money order only.** This is for cards only. Windshield tags are only sold by appointment the first week of the month.