

How to Purchase Windshield Tags and Gate Cards

PLEASE READ THESE INSTRUCTIONS CAREFULLY IF YOU NEED A WINDSHIELD TAG OR CARD

We install windshield gate access tags the first week of each month. We will be sending out an e-mail with the details around the first of the month, so watch for that (make sure we have your e-mail address in our database. Send it to acosten@hoamco.com).

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 \$15.00 each and we can only accept Checks or Money Orders Payable to Tanoan East - 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**.*

*If you are a **renter**, we must have a copy of the lease and the Tenant Information Sheet completed by the owner before we can enter your information in the system and sell you a gate tag.*

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 with date and time.

WHERE:

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

COST:

Tags are \$15.00 each

Check or Money Order ONLY – payable to Tanoan East

No cash, Credit, or Debit Cards

WHO:

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

GATE ACCESS CARDS

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 from Kathy or Andrew at the main Country Club gatehouse – Monday through Friday between 6:00 a.m. and 2:00 p.m. Cards are \$16.00 each **Check or money order only – payable to HOAMCO**. No cash, credit, or debit cards. This is for cards only. Windshield tags are only installed the first week of the month.