



Upon presentation of Contract or Letter of Contract, signed by seller/builder's agent, as a temporary means of access, we will print a chipped ID for each member of the Buyer's family; any additional regular ID (10 years and up) beyond the initial 2 will still require a fee to be paid, as per normal. These fees will transfer to their credential when the chipped cards expire. Using the chipped cards allows Staff to program the card to automatically suspend on the Close Date + 30 days; (i.e., if projected closing is May 31, end date of card is June 30).

Contract or signed Letter of Contract (signed by builder agent) must include the following):

- Sienna Property Address
- Expected date of Close
- Buyer/Owner Full Name

Buyer/Owner's Profile will be built using the Amenity Access form which can be found via Siennanet.com > Quick Links > Amenity Access Form. Most standard builder-contract includes the expected date of close, however, in rare cases where it is not, the builder agent is to notify the Association, in a form of a letter via email what the expected date of close is.

Each card is good for a maximum of 90 days (meaning, closing date should fall within the 90-day period). This means that if a buyer believes that their build out will take longer than 90 days, they must alert Association staff prior to the end of the 90-day window that the expiration date of cards need to be extended. This can be done simply by emailing frontdesk@clubsienna.com and/or customerservice@clubsienna.com.

Once the Buyer has closed on their house – either on or before expiration date, Buyer/Owner must alert the Association to formal ownership and provide closing documentation proving such. Once documentation is provided, Buyer/Owner can download the Sienna App and Staff can approve so that Buyer/Owner can begin using the Credential as their Resident ID. *It is the Buyer/Owner's responsibility to alert the Association that they are officially "Owner/Residents;"* thereby allowing staff to approve the Amenity Credential. This can be done simply by emailing frontdesk@clubsienna.com and/or customerservice@clubsienna.com.

Upon receipt of the temporary access cards, contracted buyers will have access to all 5 pools, 2 fitness centers as well as rental of one of the Sienna rental facilities. Please be advised rentals are managed by the Recreation team and you may reach them at recreation@clubsienna.com for further inquiries.