

University Place Access Policy

Charles Town Pool location – 7805 Charleston Street

Drop Box location – 7805 Charleston Street

Envera Vehicle Bar Codes

Each new homeowner is entitled to two Envera Vehicle Bar Codes for access through the resident entry gates at no charge. One additional barcode may be purchased for \$25. At the discretion of the Property Manager, an exception may be made to the three barcode limit if there is a demonstrated need for a fourth barcode. All renters must purchase their barcodes and under no circumstances will renters be allowed more than three barcodes. To request bar codes - complete the Envera Gate Access Form found on the website or near the bulletin boards at Charles Town pool area. Place in the drop box with applicable fee. Please allow up to 10 days to process once we receive the form. The decals will be delivered to your mailbox.

Key Fobs

Amenity access FOBS must be left for the new owners. Amenity FOBS are assigned to the home not the owner. Additional key fobs may be purchased for \$25 for household members twelve and older or to replace lost key fobs. Homeowners are responsible for providing key fobs to their renters. To request additional key FOBS please complete the FOB Request form found on the website or near the bulletin boards at Charles Town pool area. Place in the drop box with applicable fee. Please allow up to 10 days to process once we receive the form. The FOBS will be delivered to your mailbox.