

Pertinent Information for Special Benefit Unit Access Card Holders

Highlands County handles fees and key cards for members of the Recreation Special Benefit Districts.

- Sun N Lake Recreation Special Benefit District park and clubhouse is located at 440 S. Sun N Lakes Blvd., Lake Placid, Florida.
- Placid Lakes Recreation Special Benefit District Community Center is located at 2010 Placid Lakes Blvd., Lake Placid, Florida and Tobler Memorial Park is located at 501 Catfish Creek Road, Lake Placid, FL.

Membership is effective October 1st thru September 30th. *Associate members' fees* can be paid as early as October 1st for the following fiscal year. If fees are not paid by October 31st of each year, the access card will be deactivated and remain in that status until membership fees have been paid. New cards are not provided for membership renewal.

New District Property Owner (1 card per property):	No Charge
Replacement Cards:	\$20.00

Additional cards for District Property Owners may be purchased annually at the below cost:

Placid Lakes SBD -	\$50.00
Sun N Lakes of Lake Placid -	\$50.00

Associate Membership Fee for Placid Lakes SBD:	\$100.00 per year
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Where access cards are utilized, District property owners are issued one card per property owned free of charge. Additional access card(s) are available by paying above fee for each additional card annually. If property taxes are not paid by April 1st, District Property Owner's card(s) will be deactivated immediately.

How to make payment: Contact the NAV Department at 863-991-0129 to set up an appointment at one of the NAV Offices located at 2010 Placid Lakes Blvd., Lake Placid, or 600 S. Commerce Avenue, Sebring, FL. Please bring photo ID.

If you are paying for a **renewal membership**, please complete the Associate Membership Renewal Application located on the Highlands County Board of County Commissioner's webpage, https://www.highlandsfl.gov/departments/business_services/non-ad_valorem_assessment/index.php and return along with a check made payable to **Highlands County BOCC** for each Associate Member card to ATTN: NAV Department, Board of County Commissioners, 600 S. Commerce Ave., Suite B233, Sebring, FL 33870.

Acceptable forms of payment: Payment made in person may be check, cash in exact denominations, credit or debit card can be accepted for an additional 3.5% fee.

Highlands County Code of Ordinances can be found on the Highlands County Board of County Commissioner's webpage, www.highlandsfl.gov Please review Chapter 7, section 7-4 for County Park regulations. Building rules can be found in the Fee Schedule available on the Office of Management and Budget Department webpage.

The access system logs each time a card is used to open or close the park gate and restrooms. The *issued* card holder is responsible for members of their household, guests, as well as any lessee, renter or tenant using the card. The park is open from sunrise to sunset, so be sure you exit prior to 9:00pm or you will not be able to open the gate to exit.

For your protection, a lost key should be reported to the NAV Department immediately so that it can be deactivated. Any lost keys that are found or keys that need to be deactivated (due to moving out of the area) can be turned in or mailed to the NAV Department.

It is the cardholder's responsibility to update contact information with the NAV Department. There is a possibility a card may be deactivated if we are unable to contact a member.

Contact Information:

NAV Department

Phone # 863-991-0129

Email: NAV@highlandsfl.gov