

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 District Property Owner (1 card per property): No Charge

Replacement Cards: \$25

Associate Membership Fee:

- Sun N Lakes of Lake Placid SBD: \$25
- Placid Lakes SBD: \$20

*District Property Owners wishing to obtain additional cards may purchase an *Associate* card and pay the annual fees to keep the card activated.

How to make payment: If you need a replacement card you must make payment in person at the NAV Department located at 2010 Placid Lakes Blvd., Lake Placid, Florida. Please bring photo ID and any key cards you have with you.

Acceptable forms of payment: Payment made in person may be check, cash in exact denominations or credit or debit card can be accepted for an additional 3.5% fee. Payments may be accepted by mail by completing an Associate Member Renewal Application which is available on the NAV webpage along with a check made payable to Highlands County BOCC.

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 and Park 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

600 S. Commerce Ave., Suite B233

Sebring, Florida 33870

Phone # 863-465-4888

Email: NAV@highlandsfl.gov

Website can be located by going to www.highlandsfl.gov, under departments choose Business Services, then click on Non- Ad Valorem Assessment