



TRANSFER OF MEMBERSHIP/ REGISTRATION POLICY

The following is the information needed for transferring the club membership to a lessee.

- First, the **NHOA** needs to approve the leasing of the unit, for their application contact:
 - Alliant Mgt., 239.454.1101
 - Associa Mgt., 239.277.0718
 - Cardinal Mgt., 239.210.6125
 - D&D Association Services, 239.364.4325
 - MTC Mgt., 239.481.1577
 - Resort Mgt., 239.649.5526
 - Sandcastle Mgt., 239.596.7200
 - Schoo Mgt., 239.362.3091
 - Sentry Mgt., 239.277.0112
- Once the NHOA approves the lease, the following information is required by the Colonial Country Club Administration Office:
 - A copy of the approval letter,
 - A copy of the lease agreement,
 - Completed Colonial Country Club Application to register a tenant, guest or family member.
 - **Transfer fee for leases** (includes tax), payable by check, credit card, or owner house charge, in the amount of **\$639.00 for Lakes Village and \$692.25 for Golf Village, payable to Colonial Country Club** and sent to 9181 Independence Way, Ft Myers, FL 33913.

This information should be supplied to the Colonial Administration Office at least 20 days prior to the transfer date. The Administration office is open Monday – Friday, 8:30am – 5.00pm. Please arrive no later than 4:15pm to allow time for the registration process.

All transfer members/guests/family members are to check in with the Administration Office, at which time they will receive a membership packet. The packet will include:

- membership cards
- access in and out of the community
- contact phone list
- fee schedule
- Rules and Regulations

The membership card is to be shown to the staff when checking in for Golf, Tennis, or the Fitness Center, as well as to the service staff when dining at the club.

All guests/tenants/family members staying in Colonial are required to register with Administration, complete the registration form and pay the applicable fee. This process must be followed for anyone staying in any Colonial residence. All Transfer Members will receive the membership packet, barcode for gate access, and a membership card reflecting “Registered” status.

Please be advised that if your tenant or guest wishes to extend their stay beyond the original lease, you must contact the HOA to complete paperwork and gain approval for the extension/new lease. You need to also advise Colonial Country Club Administration who will make note of the extension. The extension will not authorize continued use of the amenities and gate access without a letter from the neighborhood association approving the extension.

All member decal numbers, and transfer member privileges are de-activated at the end of the lease period. Again, if the lease is to be renewed or extended, you MUST file paperwork ahead of time to avoid having the decals and membership deactivated.