



**Dear Prestwyck Homeowners,**

**At the request of the Prestwyck Board of Directors we would like to provide the steps necessary to request a Pool Key Card Via: The Homeowner Website or by Mail.**

**Website:**

- As a registered Homeowner on the Community Website please go to <http://www.prestwyckhoa.com> and login.
- Follow the link under “Homeowner” and click the “Pool Access” tab.
- Complete all requested information, if any follow up information is needed, you will be contacted by the Pool Key department at Essex
- All assessments and fees must be current
- Your key will arrive within 3-5 business days through USPS

**Mail:**

- Please fill out the pool key form accessed from the Document tab, Pool Documents on the Community Website <http://www.prestwyckhoa.com>
- Please scan the form back to [poolkeys@essesxhoa.com](mailto:poolkeys@essesxhoa.com)
- If any follow up information is needed, you will be contacted by the Pool Key department at Essex
- All assessments and fees must be current
- Your key will arrive within 3-5 business days through USPS

**Essex staff will typically fulfill a pool key request within 3 business days; up to 5 business days during the peak pool season of May-August.**

If you have any questions or need further assistance please contact us at <http://www.prestwyckhoa.com/contact-us.aspx>

Sincerely,

Essex Association Management, L.P., Managing Agent,  
On behalf of your Prestwyck Homeowners Association

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