

# Marlowe Estates Homeowners Association, Inc.

2144 Buford Hwy., Suite 110  
Buford, GA 30518  
770-904-5264

## Amenity Access Information

Amenity access cards will give you access to the pool gate, restrooms, and tennis courts.

Replacement cards are \$25 each and can be purchased from our management company Atlanta Community Services in one of the below ways.

1. You may mail a check to the ACS address above and note on the check that it is for a replacement card along with your address and ACS will mail you a replacement card. \*\*Note the card will be mailed to the address on file for the property owner unless instructed otherwise. Cards will only be sold to property owners, if you are a tenant, please contact your landlord.
2. You may pay the \$25 fee online at the ACS website once logged into your HOA account at [www.atlantacommunityservices.com](http://www.atlantacommunityservices.com) (you must register if it's your first time using the ACS website), then email the manager at [darlene@atlantacommunityservices.com](mailto:darlene@atlantacommunityservices.com) to notify ACS that you are requesting a replacement card and have paid online for the new card and ACS will mail you a new replacement card.

Please note it is very important to notify the manager Darlene Janis at [darlene@atlantacommunityservices.com](mailto:darlene@atlantacommunityservices.com) if you lose or misplace your card so it can be deactivated and we can assure it does not fall into the hands of the wrong person.

Also remember if your neighbor or their family members do not have a working card please do not give them access to the amenities.

Should your card not work for some reason please contact Darlene Janis at the number above and she will help you trouble shoot it.

We appreciate your cooperation in continuing to help increase the property values in our community and making our community a wonderful place to live.

Regards,

Board of Directors

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